

NOTICE

The principles underlying the arrangement of the rules in the different volumes of the *Posts and Telegraphs Manual* will be found in the Preface to the *Posts and Telegraphs Manual*, Volume II.

The rules contained in this volume of the *Posts and Telegraphs Manual* supersede all previous rules and circulars on the subjects herein treated of.

These rules must be carefully read by all officers of the Post Office and the Railway Mail Service, as no breach of the rules will be excused on the plea of ignorance.

The postmasters' personal duties prescribed in rules 65, 66, 92, 96, 97, 98, 99, 103, 113, 114, 115, 116, 125, 136, 140, 145 and 149 or in any of them may, under the orders of the Postmaster-General, be performed by the deputy postmaster, assistant postmaster or head clerk in the case of head offices and by the deputy sub-postmaster, assistant sub-postmaster or head clerk in the case of sub-offices.

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Posts and Telegraphs Manual

Volume V

POST OFFICE AND RAILWAY MAIL SERVICE GENERAL REGULATIONS

CHAPTER 1.

DEFINITIONS.

1. Postmaster-General.—The expression *Postmaster-General* means the Head of a Postal Circle and includes all officers exercising the powers of a Postmaster-General.

NOTE.—The abbreviation *P. M. G.* is used for Postmaster-General.

2. Railway Mail Service.—The expression *Railway Mail Service* means the service which is responsible for arrangements for the sorting of mails in post offices, mail offices and sections and for the safe custody and correct disposal of mails despatched by railways and river steamers.

NOTE.—The abbreviation *R. M. S.* is used for Railway Mail Service

3. Deputy Postmaster-General, Railway Mail Service.—The officer in administrative charge of a Railway Mail Service Circle is designated *Deputy Postmaster-General, Railway Mail Service*.

NOTE.—Unless there is anything to the contrary in the context, the expression *Deputy Postmaster-General* or the abbreviation *Dy. P. M. G.* refers to the Head of a R. M. S. Circle and includes all officers exercising his powers. It also includes a Postmaster-General having a Railway Mail Service under his control.

4. Superintendent.—A *Superintendent of Post Offices* is the chief officer in a Postal Division and a *Superintendent of R. M. S.* is the officer holding a similar position in a R. M. S. Division. A Superintendent is in administrative charge of the Division under his control and all officers in the Division are subordinate to him. He is immediately subordinate to the Head of the Circle.

EXCEPTION.—*Head offices* of the first class and their establishment are not under the control of Superintendents.

5. Head Office.—A *head office* is the chief of a group of post offices consisting of itself and a number of smaller offices called sub and branch offices which have been placed under its jurisdiction. It is the central office of account for itself and for all the sub and branch offices within the group; and the monetary transactions of the latter

offices are incorporated in its accounts. The officer in charge of a head office is designated a *head postmaster*.

NOTE.—There are two classes of head offices. Those of the first class are under the immediate control and supervision of the Postmaster-General, while those of the second class are subordinate to the Superintendent of the Division.

6. Presidency Office.—The head office at each of the three Presidency towns of Calcutta, Bombay and Madras is termed a *Presidency office*. The officer in charge of a Presidency office is designated a *Presidency Postmaster*.

7. Sub-office.—(1) A *sub-office* is a post office subordinate to and in account with a head office and its monetary transactions are incorporated in the accounts of the latter office. The officer in charge of a sub-office is designated a *sub-postmaster*.

(2) A sub-office situated in a town or its suburbs where there is also a head office is termed a *town sub-office*.

8. Branch office.—(1) A *branch office* is a post office of lower status than a sub-office. It is in direct account with a head or sub-office which is termed its *account office* and its monetary transactions are incorporated in the accounts of the latter office. The officer in charge of a branch office is designated a *branch postmaster*.

(2) A branch office situated in a town or its suburbs where there is also a head office is termed a *town branch office*.

9. Transit office.—Any post office which is situated on a line of through mail communication, and receives and sorts bags intended for offices in advance, without opening them, is a *transit office*. The bags which are thus forwarded onwards unopened are termed *forward bags*. The transit bags addressed to a transit office are there opened, and the forward bags contained in them are sent onwards, either loose or enclosed in other transit bags. The use of a transit office is to reduce the number of loose bags.

10. Sorting office.—An office charged with the duty of opening the sorting mail bags received by it and disposing of their contents is termed a *sorting office*. A sorting office may receive articles of all kinds in sorting. The use of a sorting office is (a) to simplify the work of sorting in other offices, (b) to reduce the number of bags exchanged between post offices, and (c) to reduce the weight of mails carried on mail lines.

11. Sorting sub-office.—A *sorting sub-office* is a sub-office which is selected, from its position at or near the junction of several mail lines, to serve as a sorting office for articles addressed to, or received from, offices to which the route lies through the sorting sub-office. It is authorised to receive articles of all kinds in sorting.

12. Dead Letter Office.—A *Dead Letter Office* is established at the headquarters of a postal circle and deals with unclaimed and refused articles and articles without addresses or with undecipherable or incomplete addresses.

NOTE.—The abbreviation D. L. O. is used for Dead Letter Office.

13. Office of foreign exchange.—(1) An *office of foreign exchange* is the frontier (or last Imperial) post office through which articles for foreign countries, foreign settlements in India, and Indian States pass. It is entrusted with the duty of preparing the accounts resulting from the exchange.

(2) In cases where two or more Imperial post offices are offices of foreign exchange for articles despatched to, or received from, post offices in the same Indian State, the Imperial office which prepares the accounts resulting from the exchange is termed the *principal office of exchange*.

14. Section.—*Sections* are travelling offices of the Railway Mail Service working on railway or river steamer lines and are of two kinds, *viz.*, sorting sections and transit sections. The principal point of difference is that while the former deal with the contents of mail bags addressed to them as well as with closed forward bags, the latter deal only with closed bags. The officer in charge of a set of a sorting section is designated a *head sorter*, and the officer in charge of a set of a transit section, a *mail guard*.

NOTE 1.—Sections are numbered serially and designated by the name of the R. M. S. Division followed by the Serial No. The Nos. given to sorting sections commence with No. 1 for each Division, while those given to transit sections commence with No. 25; thus “A-2” denotes a sorting section of the A Division and “C-27” denotes a transit section of the C Division.

NOTE 2.—Important transit sections may be placed in charge of sorters instead of mail guards.

15. Mail Office.—*Mail offices* are stationary offices of the Railway Mail Service and are of two kinds, *viz.*, *sorting mail offices* and *transit mail offices*. The principal point of difference is that while the former deal with the contents of mail bags addressed to them as well as with closed forward bags, the latter deal only with closed bags. The officer in charge of a set of a sorting mail office is designated a *head sorter*, and the officer in charge of a set of a transit mail office, a *mail agent*.

NOTE.—Mail offices located at Railway Stations are designated by the names of the stations followed by the letters R. M. S., while those not so located are designated sorting offices, *e.g.*, *Lahore R. M. S.*, *Pioneer Press Sorting Office*.

16. Record office.—A *record office* is a stationary office of the Railway Mail Service where the work-papers of the sections attached to it are prepared, checked and placed on record, and by which all forms, bags and stationery required for the use of those sections are supplied. The official in charge of a record office is designated a *record clerk*.

17. Head record office.—That branch of the office of a Superintendent, R. M. S., which, in addition to the ordinary duties of a record office, is entrusted with the preparation of salary and contingent bills for the entire Division and the accounts connected therewith is termed a *head record office*. The official in charge of a head record office is designated a *head record clerk*.

18. Sub-record office.—Every mail office of the Railway Mail Service, other than a transit mail office situated at the same station as a record office, is a *sub-record office*, and in this capacity, it checks and files the work-papers of the sections, if any, attached to it as well as its own work-papers. The head sorter or mail agent of the mail office in his capacity as the official in charge of the sub-record office is designated a *sub-record clerk*.

NOTE 1.—When there is more than one set working in a mail office, the duties of the sub-record clerk are performed by the head sorter or mail agent of the day set in respect of that of his own and of all the other sets.

NOTE 2.—Wherever the terms "Record office" and "Record clerk", are used, they include head and sub-record offices, and head and sub-record clerks, respectively; unless there is anything to the contrary in the context.

19. Sorter.—The term *sorter* is used to designate all officials in the Railway Mail Service other than Supervising officers, mail guards and menials.

20. Subsidiary Sorter.—A sorter who works with a sorting section over only a portion of its beat to assist the set where the work is heavy is called a *subsidiary sorter*.

21. Set.—The establishment of R. M. S. sorters which works together in the same beat of a section or which is on duty at the same time in a mail office is termed a *set*. A set may consist of one or more sorters, the number depending on the work to be done.

NOTE.—Sets are numbered serially and are designated by their serial Nos. preceded by the name of the section or office: thus, "A-2 set No. 4" denotes the fourth set of the "A-2" section and "Lucknow R. M. S., set No. 2" denotes the second set of the mail office at Lucknow.

22. Trip.—A journey performed by a set of a section travelling on duty from one end of its beat to the other is called a *trip*. The trip from the headquarters of the set towards its *out-station* is called the *out-trip*, while that towards its headquarters or *in-station* is called the *in-trip*.

23. Station and sorting articles.—*Station articles* are articles intended for delivery from the post office to which they are sent; but unpaid and insufficiently paid articles of the letter mail intended for delivery from sub and branch offices are, when sent to the head office, treated as station articles for the head office, and all articles, whether paid or unpaid, registered or unregistered, intended for delivery from branch offices, are, when sent to the account office, treated as station articles for the account office. *Sorting articles* are articles that are to be sorted

by the post office, mail office or section to which they are sent, and forwarded thence to offices of final destination or to other sorting offices.

24. Labelled bundle.—(1) A *labelled bundle* is a collection of faced unregistered articles of the letter mail securely tied with a check-slip at the top. It is treated in sorting as a single article, and is opened by the office or section to which it is addressed.

(2) Labelled bundles are of two classes, *viz.*, *station bundles* and *sorting bundles* :—

(i) A station bundle contains station unregistered articles, and may be either a *paid bundle*, consisting of only paid articles, or an *unpaid bundle*, consisting of only unpaid articles. Station bundles are prepared, ordinarily, when the number of articles—either paid or unpaid—for any office exceeds seven.

(ii) A sorting bundle contains both paid and unpaid unregistered articles which are not included in station bundles. Sorting bundles may be of two kinds, *viz.*, *express bundles* and *deferred bundles*. An *express bundle* contains articles which require to be sorted immediately on receipt by the section mail office or post office to which they are consigned, and a *deferred bundle* contains articles which can be disposed of later. When a sorting bundle is prepared for a province, a clearly defined tract of country, or a foreign country, it is termed a *territorial bundle*.

NOTE.—In the case of Presidency post offices, the minimum number of articles prescribed for station bundles may be raised by mutual agreement between the Postmaster-General and the Deputy Postmaster-General.

(3) Labelled bundles are not due.

25. Check-slip.—(1) A *check-slip* is a label tied to the top of each labelled bundle: the form is printed on paper of three different colours—pink for paid bundles, green for unpaid bundles, and white for sorting bundles. The white check-slip is used for both express and deferred bundles, the slip being marked on the face with two diagonal lines in blue-pencil, when it is used for express bundles. Every check-slip bears the name and date stamps of the office or section which prepares the bundle, the name of the office or section to which it is addressed, and the initials of the officer by whom it is made up. In the case of a territorial bundle, it also shows the name of the province, etc., to which the articles in the bundle are addressed as well as the office or section by which it is to be opened, thus :—

Kashmir

(L-9 Out)

(2) Check-slips are designed to fix responsibility for the missending of any articles wrongly included in a labelled bundle.

26. Mail bags.—(1) A *mail bag* contains unregistered and registered articles of the letter mail, *viz.*, letters, postcards, and book and pattern packets, the registered articles being enclosed in a registered bag; but when a packet bag is prescribed, heavy packets, unregistered and registered, are despatched inside the packet bag and not inside the mail bag. When parcel bags are not prescribed, mail bags may also contain articles of the parcel mail. There are three kinds of mail bags, *viz.*, *station mail bags*, *sorting mail bags* and *combined mail bags*. Mail bags are due bags.

(2) Sorting mail bags may be of two kinds, *viz.*, *express mail bags* and *deferred mail bags*. An *express* mail bag contains articles which require to be sorted immediately on receipt by the section, mail office or post office to which they are consigned, and a *deferred* mail bag contains articles which can be disposed of later. *Express* and *deferred* mail bags are prepared in cases in which the number and bulk of articles justify their introduction. The label of the former is marked “Express” and that of the latter “Deferred”.

NOTE.—In any case in which the Head of the Circle or the Heads of the Circles concerned consider it advantageous that the registered bag should not be sent inside the mail bag, the registered bag may be forwarded outside; and in such cases, the mail bag need not be sealed if the Heads of the Circles concerned do not consider this necessary. In every such case, the arrangement will be clearly indicated in the due mail and sorting list.

27. Registered bundle.—(1) A *registered bundle* is a collection of faced, uninsured registered articles of the letter mail placed, together with a registered list, in a prescribed form of envelope, carefully gummed and sealed; or, if necessary, in a dosuti bag, tied and sealed in the ordinary way, with the label showing distinctly that it is a “registered bundle” and not a “registered bag”. Registered bundles are not due, but are made up, ordinarily, when the number of registered articles to be enclosed exceeds two; they are treated in sorting as single registered articles.

(2) Registered bundles are of two kinds, *viz.*, *station registered bundles*, containing station registered articles, and *territorial registered bundles* containing registered articles for a province, a clearly defined tract of country, or a foreign country.

28. Registered bag.—(1) A *registered bag* contains ordinary and v.-p. registered letters and packets, insured envelopes, registered bundles, ordinary and v.-p. money orders within closed envelopes, and a registered list. Registered bags are exchanged between head offices and sub-offices and between head offices and R. M. S. sections and mail offices. Registered bags may also be exchanged between sorting sections or between mail offices or between sections and mail offices when specially prescribed by the Deputy Postmaster-General concerned, but, unless specially prescribed by the Superintendent of post offices, registered bags are not exchanged between sub-offices or between sub-offices and R. M. S. sections and mail offices.

(2) A registered bag is a due bag and must be prepared, together with a registered list, whether there are registered articles for despatch or not.

29. Insured bundle.—(1) An *insured bundle* is a collection of insured letters enclosed, together with a registered list, in an insured envelope, or, if necessary, in a dosuti bag, properly closed and sealed, showing distinctly on the envelope or the label of the bag that it is an “insured bundle”. Insured bundles are not due, but are made up, ordinarily, when the number of insured letters for despatch to a post office is more than one; they are treated in sorting as single insured envelopes.

30. Parcel bag.—A *parcel bag* contains ordinary (registered and unregistered) parcels, v.-p. parcels and insured bags. It also contains a parcel list in which all the articles of the parcel mail are entered,—the registered parcels in detail and the unregistered parcels in lump entries. Parcel bags are not due bags, and when despatched they are treated as unusual mails.

31. Insured bag.—An *insured bag* is intended to give cover to insured parcels (including insured v.-p. parcels) so as to afford them greater security. Insured bags do not come under the category either of due or unusual bags nor do they contain any list of their contents, these being detailed in the ordinary parcel list. An insured bag is never despatched loose, but is always enclosed in a parcel bag or mail bag. It is placed inside the parcel bag when a parcel bag is made up for the office or section to which it is addressed; when a parcel bag is not made up, it is placed inside the mail bag.

32. Packet bag.—(1) A *packet bag* contains heavy packets, registered and unregistered, and a registered list. Packet bags are not due bags, and when despatched they are treated as unusual mails and always travel with the parcel mail. Heavy packets are usually enclosed in mail bags, and packet bags are made up only when to send heavy packets in mail bags would delay the transit of the letter mail. A packet bag must always contain a registered list, whether there are heavy registered packets for despatch or not.

(2) The bundles of heavy registered packets enclosed in packet bags are termed *registered packet bundles*.

NOTE.—Bags returned *empty* to a post office or a record office or sacks containing such bags are treated as packet bags.

33. Transit bag.—A *transit bag* is used to enclose several bags sent to the same office or section, thereby affording protection to them, and securing the disposal in transit of only one bag in place of several. A transit bag must contain a mail list. Transit bags are due bags.

34. Account bag.—An *account bag* is used between a sub-office and its head office to enclose cash bags and articles, documents, etc., giving

ise to, or connected with, accounts. When sent by the head office or the sub-office, it contains the s. o. slip, and when sent by the sub-office to the head office, it contains the s. o. daily account. Account bags may be sent loose or enclosed in mail bags made up by post offices, sections and mail offices. Account bags are due bags.

35. Branch office bag.—A *branch office bag* is used between a branch office and its account office to enclose cash bags and all articles, documents, etc., exchanged with the account office. It is also used between a branch office and any post office or section with which it is in communication, but with which it is not authorised to exchange registered articles direct, and in this case, it contains only unregistered articles of the letter mail. Branch office bags may be sent loose or enclosed in mail bags made up by post offices, sections and mail offices. Branch office bags are due bags.

36. Cash bag.—A *cash bag* is used to enclose remittances of cash between post offices. Cash bags are not due bags. They are ordinarily despatched enclosed in account bags, mail bags, or branch office bags, but may also be sent loose in the charge of a postman, village postman, overseer, or other subordinate.

37. Special bag.—A *special bag* is used to enclose the correspondence of the high officers of Government mentioned in the *Post and Telegraph Guide* as entitled to the privilege, and the correspondence of the Director-General of Posts and Telegraphs, when on tour. It may also, with the Director-General's sanction, be used to enclose correspondence for the representative of any Foreign Government whose headquarters are changed with those of the Government of India. A special bag contains unregistered and registered articles of the letter mail, the latter being tied in a separate bundle with the registered list in which they are entered placed on top. Special bags are not due bags, but when despatched they are treated as unusual mails.

38. District officers' post bag.—This bag is used to enclose the correspondence of District officers when on tour. It is not a due bag, but when despatched, is treated as an unusual mail.

39. Telegraph bag.—A *telegraph bag* is used to enclose express telegrams, telegraph envelopes closed by post offices, telegraphic advices, etc., when their transmission in the ordinary course as service registered letters is likely to cause delay in their disposal, and one must always be used to enclose telegraph envelopes received from the local telegraph office for despatch to another telegraph office. Telegraph bags do not contain any list of their contents and are not due bags, but are prepared only when necessary. They are treated as unusual mails and sent loose, but may in exceptional circumstances be enclosed in a mail or transit bag.

40. Changing station.—A railway station, where the beats of two sections join and where the mails brought by one of them are handed over to the other, is called a *changing station*.

41. Connecting section.—A *connecting section* is a R. M. S. section working in a train in *immediate* connect on with another train in which another R. M. S. section works. If the interval between the arrival of one section and the departure of another is sufficient to admit of bags being made up by a mail office at the junction station, the sections are not termed “connecting sections”.

42. Double duty.—The expression *double duty* means the duty performed, under the orders of the Superintendent, Inspector or record clerk, by a sorter, mail guard, van peon, porter or other menial of the R. M. S. during the *period of rest earned* after the completion of prescribed duty.

43. Rest house.—*Rest houses* are houses or rooms provided at terminal or changing stations for the accommodation of sorters.

44. Closed well.—The term *closed well* is applied to the well below the flooring of a Railway Mail Service van when mails are placed in it, and the well is sealed and labelled.

45. Press packet.—A *press packet* is a packet containing newspapers intended for sale by a news-agent recognised as such and marked for delivery from the Railway Mail Service van at the railway station to which it is addressed.

46. A. orders.—*A. orders* are orders issued by a Superintendent, R. M. S., prescribing changes in *sorting lists*.

47. B. orders.—*B. orders* are orders issued by a Superintendent, R. M. S., for the guidance of his subordinates in the performance of their duties on all subjects except alterations in *sorting lists*.

48. Return-train.—(1) The term *return-train* means a train conveying a section at work which meets a similar train proceeding in the reverse direction.

(2) The bags closed by the two sections for each other are called *return-train bags*, the station at which the bags are given out is called the *return-train station* and the articles contained in the bags are called *return-train articles*.

49. Work-papers.—The expression *work-papers* means the documents received and despatched by a set of a section or mail office as well as abstracts and other documents prepared by it while at work.

50. Transfer articles.—Articles which are prescribed to be sent to a section for transfer to a return-train section are called *transfer articles*.

51. Wrongly posted articles.—The expression *wrongly posted articles* means articles posted by the public in the letter box of a R. M. S.

van which are intended for places not served by the section working in the van or for places in the opposite direction to that in which the section is proceeding.

52. Overcarried articles.—*Overcarried articles* are articles which have been *erroneously* carried by a R. M. S. section past the railway stations at which they should have been given out.

53. Due mails and unusual mails.—The term *due mail* comprises all the bags, articles and documents which must be despatched every day or at regular intervals. The term *unusual mail* comprises parcel bags, packet bags, special bags, telegraph bags and any other bags not included in the term "due mail".

54. Face and facing.—The *face* of an article is the side on which the address is written. The term *facing* means the arrangement of articles with the address-side upwards and the addresses turned in the same direction.

55. Beat.—The term *beat* used in relation to a R. M. S. section means the portion of a Railway or Steamer line over which the section works. When used in relation to postal overseers and delivery agents, such as, postmen, village postmen, etc., it denotes the area within which they are required to perform their respective duties. A *beat* includes post offices served by the section or official concerned.

56. Camp correspondence.—The expression *camp correspondence* means letters and other articles of correspondence addressed "camp" or with any other prescribed address, without the addition of the name of any post-town, and intended for high officers on tour.

57. Missent and misdirected articles.—A *missent article* is an article which has been erroneously forwarded by an office or section to an office other than the office of destination or by a route other than the prescribed one. A *misdirected article* is a vernacular article on which the incorrect destination has been written in English by the office of posting.

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CHAPTER 2.

MISCELLANEOUS RULES.

MAIL AND SORTING DEPARTMENTS.

58. Hours fixed for closing the mails.—The hour at which each mail is to be closed by a post office or mail office will be notified in the notice of "Hours of business" supplied to the office and the letter-box should be finally cleared at this hour except for late letters posted in letter-boxes attached to mail offices at stations at which a late fee is imposed, where the letter-box should be again cleared on the expiry of the period allowed for the posting of such articles. In the case of night mails, the hour for closing will ordinarily be 6 p.m., and, in the case of day mails, thirty minutes before the hour fixed for the despatch of the mail from the post office or the departure from the railway station of the train by which it is to be conveyed, as the case may be. Mails which are to be forwarded by railway should ordinarily reach the railway station ten minutes before the arrival of the train by which they are to be sent.

59. Clearance of letter-boxes.—(1) The letter-box of a post office or mail office should be opened and cleared by the sorting clerk or assistant sorter, as the case may be, at convenient intervals during the day, so as to expedite the preparation of the mail for despatch. The key of the letter-box must remain in the custody of that official during working hours.

(2) A van or compartment letter-box of the R. M. S. should be opened and cleared by the assistant sorter before the train leaves each station in order that unpaid articles and those which appear to be insufficiently paid may be weighed while the van is at a standstill.

(3) Portable letter-boxes and articles posted in fixed outside letter-boxes should be brought to the post office immediately before the hour fixed for the final clearance of the office letter-box. Portable letter boxes brought to the post office should be opened and cleared by the sorting clerk, and the keys and changeable hour-plates must be kept in his custody during working hours.

(4) The sorting clerk should see that the letter-box peons leave the office for the clearance of outside letter-boxes and return from their rounds punctually at the time fixed. He should make over the keys of fixed outside letter-boxes and, where changeable hour-plates are used, the proper plates to the letter-box peons, and see that the correct plates are brought back to the office.

60. Clearance of letter-boxes at railway stations.—(1) Letters posted without late fees in letter-boxes at railway stations at which mail offices

are not established should, whenever practicable, be cleared by the mail peon some time before the arrival of the train, and included in the despatch of the post office. The following are the only exceptions to this rule:—

- a) When the mail peon or other official appointed to clear the box is competent to sort the articles found in it after the last despatch through the local post office, he will make over to the R. M. S. any articles for the direction in which the set is travelling.
- b) At small stations at a distance from the post office and where not more than 10 articles on an average are posted in the station letter-box between the last clearance for inclusion in the post office despatch and the arrival of the train, articles taken from the letter-box shortly before the train is due may, with the previous concurrence of the Superintendent, R. M. S., concerned and, when the mail peon is not sufficiently literate to sort letters, be handed to the officer in charge of the section to sort. In no case, however, should an article taken from a letter-box on the railway platform after 18-0 hours and before 6-0 hours be made over loose to the R. M. S. (i.e., without inclusion in the post office despatch), unless it bears a late fee of half an anna.

2) The keys and the changeable hour-plates of the letter-boxes concerned must be kept by the sorting clerk during working hours, but should be temporarily entrusted to the mail peon or other official appointed for the purpose of clearing the boxes.

61. Treatment of late letters.—“Late Letters”, i.e., letters presented at the window of a post office or a mail office or posted in the letter-box of a mail office after the hour fixed for closing the mail should be despatched by the outgoing mail, provided they are tendered or posted within the interval allowed for the posting of late letters, and the late fee is paid in addition to postage. In mail offices, “too-late” letters, i.e., letters posted within the interval mentioned above but without having been fully prepaid with postage and late fee should be stamped “Detained: late-fee not paid” and detained until the next despatch.

62. Unpaid articles marked “Stamped”.—If an article not bearing any postage stamps is found in a letter-box or received in sorting with the word “Stamped” or “Paid” written on it, the remark “Found without stamp” should be written on the article over the initials of the sorting clerk or assistant sorter, as the case may be.

EXCEPTION.—This rule does not apply to unpaid open letters.

63. Treatment of packets.—(1) Packets taken from letter-boxes should be examined in order to ascertain whether they fulfil the conditions

in the *Post and Telegraph Guide*. Those which fulfil the prescribed conditions should be stamped and removed at once to the ledge of the sorting case; those which do not, should be charged with postage at letter or parcel rates, whichever may be less, according to the rule in the *Guide* and then disposed of in the same manner as other packets.

(2) Book packets containing documents wholly or partly printed in imitation of typewriting, or reproductions of a manuscript or typewritten original, having the appearance of an ordinary manuscript or typewritten letter, which are presented for posting at the window of a post office should be counted and examined and if the conditions laid down in the *Guide* are fulfilled, the articles should be removed to the ledge of the sorting case after being impressed with the combined date-stamp. When such articles are once passed by the office of posting, they may not be challenged by any other office.

(3) A pattern, in the sense of a specimen to be copied such as a boot or an article of apparel, is admissible to the pattern packet rules, provided that there is reason to believe that the person to whom it is addressed manufactures goods of this kind, and provided, of course, that the article has no saleable value.

EXCEPTION.—A packet containing samples of glass, liquid oils, fatty substances, dry powders, or live bees which is not packed in the manner prescribed in the *Post and Telegraph Guide*, should be dealt with in accordance with the procedure prescribed for the treatment of injurious articles.

64. Treatment of articles addressed to foreign countries.—In all offices and sections, except offices of foreign exchange, articles addressed to foreign countries should be treated in the same way as inland articles, except that in no case should postage be taxed on them; the duty of taxing postage rests entirely with the offices of foreign exchange. Articles for foreign settlements in India and Indian States should be treated exactly like inland articles.

65. Telegrams received for onward transmission by post.—(1) Inland telegrams intended for onward transmission by post and presented at the window of a post office or a R. M. S. mail or stationary sorting office by a messenger of the local telegraph office at any time when work is actually being done at the former office, should be accepted and the peon's delivery receipt form presented with the telegrams should be impressed with the date stamp and returned to the messenger. The telegrams should then be disposed of as unregistered articles.

(2) Any telegraph charges that may be recoverable on a telegram received under this rule will be shown on a form of memorandum sent with the telegram by the telegraph office, and should, on realisation of the amount by the post office of delivery from the addressee, be converted into postage stamps. The postmaster should affix stamps to the memorandum, deface them with the date-stamp and then send the

Memorandum in unregistered service cover to the telegraph office by which the telegram was posted.

66. Articles with undecipherable or incomplete addresses.—(1) Articles found in the course of sorting with destination that are illegible or imperfect or written in an unknown character, or without envelopes or wrappers so that the destination cannot be ascertained, should be placed in the compartment of the sorting-case labelled “Undecipherable.” When the sorting is completed these articles should be examined and every endeavour should be made to decipher the addresses; if necessary, the assistance of other clerks or sorters should be obtained or the List of Indian post and telegraph offices or the *Quarterly List* should be consulted.

(2) If the destinations can be ascertained, the names of the post-towns should be written clearly on the articles by the sorting clerk or assistant sorter as the case may be, and they should then be disposed of in the usual course. Articles the covers of which are so overlaid with writing or with postmarks as to leave no room for the clear entry of destination should be forwarded to the postmaster of the office of destination in an ordinary correspondence envelope. If the destinations cannot be ascertained, the articles, after having been shown to the postmaster or head sorter as the case may be, should be enclosed in an ordinary correspondence envelope addressed to the D L O and marked “Undecipherable” in the upper left-hand corner. This envelope should then be sorted for the post office which serves the D L O. Articles found in the office of posting or in the course of sorting without the addressee’s name or post-town of destination should be returned to the sender if his name and address appear on the outside; in all other cases such article should be sent to the D L O in the same way as those with undecipherable or incomplete addresses. The postmaster or head sorter should satisfy himself that the action proposed to be taken by the sorting clerk or assistant sorter is correct. He should impress on the latter that it is imperative to send articles, the destinations of which are doubtful to the D L O, than to forward them to post offices merely on the chance of their reaching the addressees. When necessary a small bag should be used instead of an envelope. In such cases a label should be pasted to the bag addressed to the D L O and marked “Undecipherable” in the upper left-hand corner.

EXCEPTION 1. This rule does not apply to correspondence addressed “Camp” or other prescribed address with no post-town for certain high officers on tour, the disposal of which is governed by the special rules on the subject. When articles of any kind addressed “Camp” or “Camp post office” are received by an office or section which has not been specially instructed how to dispose of them, they should be sent to the office or section making towards the camp, if authentic information is available regarding the movements of the “Camp” or “Camp post office.” If no such information is available the articles should be forwarded to the first sorting office or section on the route to the headquarters station of the addressee, or direct to the headquarters station if no sorting office or section intervenes.

EXCEPTION 2—This rule does not apply to articles received at any of His Majesty's ships and addressed direct to the station to which the ship is attached without the addition of the name of a post-town. When articles thus addressed are found in the post-sorting in an office or section which has no designated destination, the proper whereabouts of the fleet or squadron named must be ascertained, and dealt with in accordance with the following instructions—

(a) Articles addressed to—

The China station or squadron	ditto	ditto	Hong Kong
The East Indian station or squadron	ditto	ditto	Bombay
The Mediterranean station or squadron	ditto	ditto	Malta
The Australian station or squadron	ditto	ditto	Sydney Australia
The Cape of Good Hope and West Coast of Africa station or squadron	ditto	ditto	Simonstown Cape Colony

(b) Articles addressed to any station, fleet or squadron of His Majesty's Navy other than those named above, or to the Home or the Channel Fleet or the North American, the South Atlantic or the Pacific Station, should be disposed of in the same way as correspondence addressed to Great Britain and Northern Ireland.

EXCEPTION 3—A telegram bearing an incomplete or undecipherable address found in the course of sorting should be sent to the post office of the place where it was posted. When the office of posting cannot be determined owing to indistinct or illegible date stamp impression the telegram should be sent to the D. L. O. for disposal.

(3) Articles received for delivery with addresses which cannot be easily read or are so incomplete that they cannot at once be distributed should be put aside till the close of the distribution, and then every endeavour should be made to decipher or complete the addresses with the assistance, if necessary, of other clerks and the postmen. If the addresses cannot be deciphered or completed the articles should be shown to the postmaster who will decide whether they are to be transferred to the deposit department for transmission to the D. L. O.

67. Preparation of labelled bundles.—(1) A labelled bundle should not contain more than 50 to 60 letters and postcards. Large articles, such as newspapers and packets, should be separately bundled and, when such articles are to form a station bundle and cannot conveniently be tied together, the bundle with its check-slip should be enclosed in a dosuti bag, to which should be tied a label, showing the name of the place for which the articles are intended.

NOTE—When dosuti bags are used for enclosing labelled bundles the clerk or sorter by whom the mail list is prepared should be asked to note the number of such bags in words and figures at the top of the list. Where a mail list is not prescribed the registration clerk or sorter should be asked to make this note at the top of the registered list.

2) No post office, unless specially exempted, should in any circumstances send unbundled unregistered mail matter of any kind to a section.

(3) The letters "T. D." should be added after the name of the post-town in the address of the check-slip of labelled bundles for the places shown below, for which town-delivery sorting is done by the R. M. S., except by those sections which perform this work:—

Bombay,	Kolhapur.	Moulmein,
Calcutta,	Madras,	Rangoon,
Darjeeling,	Mandalay,	Simla.

(4) Offices and sections which make up bags or bundles for "Bombay foreign" or for the FM-6 or FM-9 section should prepare—

(a) *Postal station bundles* (i) of letters and postcards, and (ii) of other articles, for the following offices in Great Britain and Northern Ireland, whenever the number of articles for any such office is not less than five:—

London,	Cambridge,
London, E.C.,	Cardiff,
London, E.,	Dover,
London, N.,	Dundee,
London, N.W.,	Edinburgh (including
London, S.E.,	Leith),
London, S.W.,	Glasgow,
London, W.C.,	Leeds,
London, W.,	Leicester,
London Paddington,	Liverpool,
Aberdeen,	Manchester,
Belfast,	Newcastle-on-Tyne,
Birmingham,	Nottingham,
Bradford,	Oxford,
Brighton,	Portsmouth,
Bristol,	Sheffield.

b) *Territorial bundles* of (i) letters and postcards, and (ii) other articles, for the following countries whenever the number of articles for any such country is not less than five:—

Austria,	Italy,
Belgium,	Russia,
Egypt,	Switzerland,
France,	Great Britain and Northern
Germany,	Ireland (excluding offices
Holland or Netherlands,	for which station labelled
Hungary,	bundles have been pre-
Irish Free State,	scribed),
	United States of America.

(5) Whenever there are articles for transmission by the Basra-Cairo Air Mail Service a separate labelled bundle should be prepared irrespective of the number of such articles. An Air Mail label should be affixed to the check slip on each such labelled bundle. If the number of such articles is large and a separate bag is made up for them, the Air Mail label should be affixed to the label of this bag.

68. Despatch of surplus due bags.—The surplus empty bags due to be despatched daily in mail or packet bags should each be tightly rolled up and tied with strong twine in order to prevent the risk of letters and other small articles getting among the folds and thus escaping observation, and the packets so made up should be legibly and securely labelled with the names of the offices or sections for which they are intended, the labels being impressed with the date-stamp.

69. Contents of a station mail bag for a head or sub-office.—A station mail bag for a head or sub-office may contain the following articles intended for delivery from the office itself as well as unpaid articles of the letter mail for delivery from branch offices in account with it:—

- (a) station bundles, paid and unpaid;
- (b) parcel mail articles entered in a parcel list.

It must always contain a registered bag. Station mail bags exchanged between a head office and one of its sub-offices must also contain an account bag unless there is more than one despatch daily to the sub or head office, in which case the account bag must be enclosed in one of the mail bags.

70. Contents of a station mail bag for a branch office.—A station mail bag made up by an office or section for a branch office with which it is not in direct account but with which it exchanges registered articles of the letter mail may contain only paid station bundles. It must always contain a registered bag.

71. Contents of a sorting mail bag.—A sorting mail bag may contain the following articles intended for onward transmission from the office or section to which the bag is addressed:—

- station bundles;
- sorting bundles;
- parcel mail articles entered in a parcel list.

It must always contain a registered bag.

NOTE.—This rule does not apply to sorting mail bags closed by a post office at the headquarters of a circle for the local D. L. O.

72. Contents of a combined mail bag.—A combined mail bag for a post office may contain all the articles mentioned in the preceding rules as forming the contents both of station and sorting mail bags. The registered bag to be enclosed in a combined mail bag will contain both station and sorting registered articles.

73. Preparation of mail bags for despatch.—(1) A label bearing the name of the office or section of destination should be stamped and fastened to the card with which each bag is to be tied and then loosely attached to one of the rings of the bag. The bags with the labels attached should be placed in a convenient position near the sorting case so that the contents of the several compartments may be readily transferred to them. When all the bags and articles to be enclosed in the mail bags have been placed in them they should be closed and sealed with the d tie-seal. If there are no articles to send in a mail bag, an empty mail bag duly closed and sealed and containing a registered bag must be despatched.

(2) In post offices where the same clerk is not in charge of both the sorting and mail departments, the sorting clerk should use the sorting-seal in sealing bags closed by him.

(3) When, in exceptional circumstances, a telegraph bag is forwarded in a mail bag, the words 'Telegraph bag' should be conspicuously written in red ink on the label of the mail bag.

NOTE 1.—In the case of a sorting mail bag or a b o bag addressed to a post office by a mail office or section the word 'Sorting' or the words 'B o bag' as the case may be should be written conspicuously on the address side of the tag label by the head sorter.

NOTE 2.—In any case in which the *due* number of account and branch office bags is not enclosed in a mail bag the sorting clerk or head sorter, as the case may be, should record on the registered list included in the mail bag a remark showing the cause of short dispatch or non-despatch. In cases where registered lists are not exchanged a memo explaining such reasons should be enclosed in the mail bag.

74. Plural mail bags.—If, as an ordinary circumstance, the bulk of the correspondence for any office or section is more than a single mail bag can contain, the use of two or more mail bags will be ordered in the due mail list. In such cases the mail bags should be numbered 1, 2 and so on, and these Nos. should be marked on the labels of the bags. The registered bag should always be placed in mail bag No. 1. The use of several due mail bags instead of one will also be prescribed whenever it is desirable to limit the size and weight of the bags to be carried.

75. Extra mail bags.—Whenever, owing to the *unusual* bulk of the correspondence to be despatched to an office or section, it is necessary to use one or more mail bags in excess of the number entered in the due mail list, the words 'Extra bag' should be written on the label of each additional mail bag and, in post offices, the mail clerk's attention should be drawn to the circumstance. Extra mail bags should contain only unregistered articles, the registered bag being invariably placed in the usual due mail bag.

76. Mail lists.—(1) The due mail list will show in what cases mail lists are to accompany transit and other loose bags despatched or received.

As a general rule a mail list should accompany transit and other loose bags only when the due mails to be received or despatched comprise more than one bag, but when transit bags are made up mail lists of their contents must always be prepared and placed inside.

2) Unusual mails and special bags must invariably be accompanied by mail lists.

(3) Mails exchanged by one section with another and between sections and mail offices will be accompanied by *sectional mail list* containing details of all the bags due as well as unusual invoiced in them; a sectional mail list must always be prepared, irrespective of the number of bags despatched, and in the case of mails transferred at a changing station by a relieved set to a relieving, if the official in charge of the latter is required to sign the original list in proof of having received the mails correctly.

NOTE. A Superintendent may, when he considers it advisable, order the use of sectional mail lists by post offices at station where a large number of due and unusual are despatched to the Railway Mail Service.

4) No correction may on any account be made in the totals of the entries in mail list prepared; if an incorrect total has been entered, the list should be destroyed and a fresh one prepared.

77. Plural transit bags.—If, as an *ordinary circumstance* the bulk of the mail to be despatched to any office or section is more than a single transit bag can contain, the use of two or more transit bags will be ordered in the due mail list. In such cases, the due transit bags should be numbered 1, 2 and so on, and these Nos. should be marked on the labels of the bags. The mail list should always be placed in transit bag No. 1.

78. Extra transit bags.—Whenever, owing to the *unusual* bulk of the mails for and office or section, it is necessary to use one or more transit bags in excess of the number entered in the due mail list, the words "Extra bag" should be written on the label of each additional transit bag. The number of extra transit bags should be included in the number of due mails entered in the mail list as actually despatched, and a note should be written on the mail list specifying the number of extra transit bags made up. The mail list should always be placed in the usual due transit bag.

79. Extra despatches of mails.—(1) When the weight of a letter or parcel mail to be despatched by a post office to another post office, a mail office or section or by a mail office to a post office is more than what the ordinary establishment can carry, the postmaster or the head sorter in charge of the despatching office is authorised to make an extra despatch, but in the case of transit and parcel bags with numbered labels, care must be taken to forward the bags in the order of the Nos.

marked on the labels, and in the case of "extra" transit bags, to forward the due transit bag first.

(2) Whenever an extra despatch is made, the despatching office should prepare the mail list in triplicate in the usual manner, send the two duplicate copies with the mail and retain the third copy duly receipted by the carrier on record. The weight of the mail should be entered on all copies of the list and they should be headed with the words "Extra despatch". In the receiving office or section one copy of the mail list should be receipted by the postmaster or head sorter and placed on record in the usual manner and the other copy should be returned attested to the office of despatch, to be used as a voucher for the expense incurred. The charge should be treated as contingent expenditure and paid from the cash balance of the office and in sub-offices, the attested copy of mail list and payee's receipts should then be sent to the head office attached to and entered in the daily account.

EXCEPTION.—In the case of an extra despatch made by a mail office, the charge for the conveyance of the extra mails should be paid by the receiving post office and accounted for in the same way as that incurred by it in making its own extra despatches. In such cases, the two copies of the mail list received should be disposed of in the manner described above except that the second copy should, instead of being returned to the mail office after attestation, be used as a voucher for the expenditure incurred.

(3) In the case of an extra despatch of parcel mails from one post office to another, the despatching office must also send intimation by first post to the office to which the despatch is made, stating the probable date and hour of arrival of the extra mail at the latter office, the number of parcels intended for it, and the number and weight of the parcels intended for onward transmission, so that timely arrangements may, if necessary, be made to send on the parcels as soon as possible.

(4) As each charge is incurred in a sub-office, the sub-postmaster should enter the required particulars in a statement in the prescribed form and when the statement is complete at the end of the month, it should be sent to the head office entered in the daily account. On receipt at the head office, these statements should be checked by the head postmaster or any other official who may be authorised in this behalf by the Postmaster-General with the vouchers on record in the office, and the checking official should write the word "Verified" at the bottom of the statements, sign the entry in token of having carried out the check and forward the statements to the Superintendent with the relative vouchers. Similarly, each head postmaster should submit to the Superintendent, at the end of the month, a statement in the prescribed form showing the charges incurred by his own office during the month accompanied by the attested copies of mail lists and payee's

receipts. Extra mail despatches the cost of which cannot appear in the head office accounts for the same month, should be shown in the next month's statement.

(5) The Superintendent will check, countersign, and return statements to the head office as quickly as possible, by transmission to the Postmaster-General with the monthly contingent bill, or with a separate letter if the bill has already been despatched.

(6) When the extra mail despatches made during the month are only between a first class head office and its town sub and branch offices, the statement of extra mail despatches need not be sent to the Superintendent.

NOTE 1.—The permanent staff should not be employed to carry extra mail despatches

NOTE 2.—Mails intended for delivery at the camp of the Supreme or Local Government should, when necessary be dealt with according to this rule. This rule applies also to bags of forms received through the R. M. S., from the Stock Depot for onward transmission to another post office, and to cases in which bags have accumulated owing to detention, or in which the number of bags for a particular line has been unusually swelled by the receipt of mails detained in other offices in consequence of the supply of insufficient accommodation by railway, mis-connection of trains, interruption of mail communication, or other unforeseen causes.

80. Water-proof bags.—(1) When the use of water-proof bags by a post office for mails conveyed by boat or runners, during the rainy season, is ordered by the Superintendent, the mail clerk concerned will be responsible that such bags are used only during the period fixed. At the end of the rains, the bags should be kept in the office to which they were supplied, and not returned to the Stock Depot, nor should they be used during the dry season except in wet weather.

(2) Water-proof bags are not supplied to the R. M. S., but if such bags are received by a section or mail office from a post office, they should be utilised for the despatch of return mails to that post office.

81. Immediate examination and verification of mails.—(1) The immediate examination of the mails received is a most important duty. In post offices, the mail clerk and, in sections and mail offices, the head sorter must carefully and closely examine the condition of each bag and satisfy himself that the correct number of bags is received. If a mail list accompanies a despatch, the bags actually received should be compared with the entries in the mail list.

(2) If the mail clerk or head sorter takes delivery of the mails as correct and in good condition and permits the carrier to leave the office unquestioned or does not question the official in charge of the section from which the mails were received, the carrier or the official will be freed from all responsibility which will then rest entirely on the mail clerk or the head sorter, as the case may be, in the event of a bag being subsequently found to be missing or to have been tampered with.

82 Disposal of mail lists received.—As soon as the mails received have been compared with the entries in the mail lists which accompany them these documents must be signed by the mail clerk or head sorter, as the case may be, who may then put them aside and at his leisure stamp them and place them on record provided that this is done before the close of the working hours in the case of post offices and mail offices and before arrival at the terminal station, in the case of sections.

REGISTRATION AND PARCEL DEPARTMENTS

83 Meaning of the expressions “registered articles of the letters mail” and “parcel mail articles.”—Wherever in the Manual rules these expressions are used they include respectively the following classes of article unless it is clearly from the context that any of them is excluded—

I

Ordinary registered letters and parcels
 V-p registered letters and parcels
 Insured letters (ordinary and v-p)
 Insured envelopes
 Registered bundles and
 Insured bundles

II

Unregistered parcels
 Ordinary registered parcels
 V-p registered parcels and
 Insured parcels (ordinary and v-p)

84. Conditions regarding registration insurance, etc.—(1) The conditions under which parcels may be posted and articles of the letters mail and parcels may be registered and insured or be posted under the v-p system and other information on the subject will be found in the *Post and Lettering Guide*. Before a letter or parcel is accepted for insurance, it should be ascertained from the *Guide* that insurance is available to the office or country to which the article is addressed.

(2) Registered and insured articles addressed to foreign countries should be treated in the same way as inland articles of the same classes and forwarded to the offices or foreign exchange concerned. An acknowledgment for a foreign insured article should, however, be prepared only if the prescribed fee for such an acknowledgment is paid by

the following letters placed before Nos

to insure articles of the letter and parcel mail by the following letters placed before Nos

85. Distinguishing letters placed before Nos—Articles of the letter and parcel mail are distinguished by the following letters placed before Nos

Insured article—Ins

V-p article—by V P

Postal and Telegraph—by P and T
'O' and

the same mode of distinguishing the articles of the letter and parcel mail adopted where the Nos are marked

NOTE—In the case of registered mail the following is the mode of marking
“R B” or “T B” as used in the post office

86. No. slips printed with names of offices of posting.—When the number of articles of any class for letter or parcel mail is used posted at an office averages *fifty or more*, the name of the office will, under the orders of the Head of the Office to *provide* for the No. slips for that particular class of mail applied to that office and not for any other No. slip

87. Acknowledgments for registered articles.—(1) If the sender of a registered article desires to obtain an acknowledgment of its delivery he must affix postage stamps to the article in payment of the prescribed fee. The sender should be recommended to fill up the form of acknowledgment himself, and if he wishes to do so the clerk or other concerned must give him every assistance necessary. If the sender does not wish to fill up the form himself, the clerk concerned or in the R. M. S. the Head sorter should prepare an acknowledgment, taking special care to write the name and full address of the sender legibly in the appropriate place. The acknowledgment should be impressed with the name-stamp in the space provided for the purpose, and the name of the office of destination should be clearly noted on it in red ink below the word “Acknowledgment”

(2) The abbreviation “A. D.” should be written on the face of the article in bold letters and also across the receipt for the sender and reproduced on the copy of the receipt in the registered journal

(3) Registered articles of the letter mail and parcels addressed to foreign countries for which acknowledgments of receipt are required by the senders should be marked very clearly with the words “Avis de

reception". The same entry should also be made on the despatch-note in the case of foreign parcels which are required to be accompanied by despatch-notes. The articles should then be forwarded to the office of exchange concerned accompanied by the special form of acknowledgment or receipt in postcard size. The form should be duly filled in by the office of origin.

(4) The registration or parcel clerk in post offices or the head sorter in the R. M. S. is responsible that an acknowledgment, when paid for by the sender, is actually forwarded with the article, whether the acknowledgment is prepared by himself or by the sender.

(5) When the sender of a foreign registered article of the letter mail or a foreign parcel applies for an acknowledgment of receipt after the article has been posted, or wishes to have an enquiry made as regards the disposal of the article, he should be required to pay the prescribed fee and to present a written application. The fee should be converted into postage stamps of equivalent value, which should be partially affixed, that is, along their upper edge, to the application. The latter should then be forwarded in an unregistered cover to the office of exchange concerned and should be accompanied by the prescribed form mentioned in para. (3) in which should be entered an exact description of the registered article or parcel (its nature office of origin, date of posting, No. and complete address of the addressee).

(6) If the sender of a foreign registered article complains of the non-receipt of an acknowledgment which has already been paid for, his complaint should be forwarded to the office of exchange concerned accompanied by the prescribed form duly filled in by the office of origin in the manner described in the preceding paragraph. If a similar complaint is received from the sender of an inland registered article an attested copy of the addressee's receipt or record in the office of delivery should be furnished to him.

88. Parcels containing inadmissible communications.—(1) Parcels which contain more than one written communication of the nature of a letter, or having the character of a personal communication or any such communication addressed to a person other than the addressee, should not be accepted for despatch, and if in the case of a *private parcel*, the discovery that the rule has been infringed is made by a post office after the parcel has been accepted, at whatever stage of its transit through the post, the parcel should be endorsed "Contains more than one written communication" or "Contains a communication addressed to a person other than the addressee", and sent to the D. L. O. direct or, when the detecting office is a sub-office, through its head office, for return to the sender.

(2) An *official parcel* should not be refused on the ground that it contains more than one written communication of the nature of a letter,

unless there is good reason to believe that the contents of a parcel it contains are of a personal nature, it could not be officially processed. It is refused on the ground that it contains a communication addressed to a person other than the addressee. Such a parcel, when once accepted, should be sent on to destination, even if it bursts open and an irregularity is discovered. In such a case, the matter should be reported to the Head of the Circle in which the office of posting is situated, who will bring it to the notice of the officer concerned.

(3) In the R. M. S., every parcel (official or private) found to contain any communication of the kind mentioned above should be forwarded by the office or section concerned in a protective bag addressed to the postmaster of the office of destination after having a note recorded on it explaining why it is so sent. The latter office should deal with the parcel in accordance with the instructions contained in the preceding paragraphs.

89. Preparation of registered bundles.—(1) Whenever there are more than two station uninsured registered articles of the letter mail for any post office for which a direct mail bag is not closed, the registration clerk or sorter, as the case may be, should enclose them in a station registered bundle for that office. The registered articles should be entered in a registered list and after being arranged in the order of entries in the list, they should be tied together and enclosed, together with the list, in the prescribed envelope or, if necessary, in a dosuti bag, clearly addressed to the office of destination. The envelope should be securely fastened down with paste and then sealed with good sealing-wax. A No. should be given to it corresponding to the number of articles it contains, preceded by the distinguishing letter "R. B." If a bag has to be used, it should be sealed in the ordinary way, and an envelope prepared in the manner indicated above should be attached to it as a label. The registered bundle should then be placed with other registered articles inside the registered bag under preparation for the section or office to which the mails for the office to which it is addressed are sent. A separate registered bundle and, where necessary, a separate registered bag should be prepared for enclosing registered articles intended for transmission by the Basra-Cairo Air Mail Service. An Air Mail label should be pasted to the registered envelope or to the label of the registered bag, as the case may be.

NOTE.—In cases where dosuti bags are used for enclosing registered bundles, the number of bags so used should be written in words and figures at the top of the registered list.

(2) If on any date the same office or section makes up two or more registered bundles each containing the same number of articles, the

No entry on the registered bundle and in the due registered list in which it is invoiced should show the name of the office of destination, thus —

115 RP 5 et
Delhi Alia et

(3) The letters 'T D' should be added after the name of the post town in the address of the registered bundles for the places shown below for which town delivery sorting is done by the R M S except by those sections which perform this work —

Bombay,	Kolhapur,	Moulmein,
Calcutta,	Madras,	Rangoon,
Darjeeling,	Mandalay,	Simla.

(4) Territorial registered bundles should, where prescribed, be prepared in the same manner as station registered bundles except that the envelope or label should be superscribed with the name of the province, clearly-defined tract of country or foreign country to which the articles in the bundle are addressed as well as the name of the office or section by which the bundle is to be opened

NOTE 1 Registered articles for despatch by the weekly outward English mail for offices in Great Britain and Northern Ireland and the other foreign countries the route to which lies *via* Bombay should be enclosed in a territorial registered bundles addressed to 'Bombay foreign'. Such registered bundles will be opened and their contents dealt with by foreign mail section of the R M S on the day on which they work in connection with the weekly outward English mail and on the other days of the week by the Foreign Post Section of the Bombay G. P. O.

NOTE 2 Uninsured registered articles for despatch to the D L O may be sent in registered bundles addressed to the D L O.

NOTE 3 Registered articles to be dealt with by a mail office or section may, under the order of the Deputy Postmaster General be put up by another mail office or section in registered bundles.

90 Preparation of registered and parcels lists — (1) When the mails are under preparation for despatch registered and parcel lists should be prepared. The total number of registered articles for despatch with each registered or parcel list should be entered in the registered or parcel list and each such article should then be entered in the registered or parcel list for the office or section to which it is to be sent.

(2) A parcel list should be prepared every day for each post office, mail office, or section to which the sorting list shows that parcel mail articles may be sent whether there are parcel mail articles for despatch or not. If on any day there are no parcel mail articles for despatch with a parcel list, the blank list to be sent should be duly stamped and signed, and the word 'Nil' should be written in the places for totals.

NOTE In no delivery offices which are not authorised to deliver from their window insured and value payable articles exceeding the prescribed limits of value, the total number of registered articles and bundles or of parcels despatched each day should be recorded on the back of the last used page of the registered journal for the day instead of in the parcel abstract.

(3) In the case of inland parcels charged with postage, custom duty or registration or other fee, or dues the amount due should be noted against the entry of the parcel in the parcel list. The distinguishing letters prescribed for the different classes of parcels should also be used when required.

(4) Registered and parcel lists should be prepared in duplicate by means of carbonic paper and, if more than one registered or parcel bag is closed for any office or section a separate list should be prepared for each bag. The upper (pencil copy) should be kept on record and the lower (carbonic) copy should be despatched.

(5) The acknowledgments (if any) relating to the registered parcels entered in each parcel list and the receipts prepared by Indian offices of foreign exchange in connection with inward foreign parcels as well as those relating to inland parcels charged with customs duty should be arranged in the order of the entries and attached to the copy of the parcel list for despatch.

(6) If any correction is made to the entries of the Nos. or of the offices of posting in a list, it should be attested by the initials of the clerk or sorter concerned *but no correction is on any account to be made in the total of the entries in a list*. If an incorrect total has been entered in a list the list should be destroyed and a fresh one prepared.

(7) The total number of articles to be sent with each list with the details, for which spaces are provided at the foot of the list, should be entered in words. If there are any money order envelopes for despatch with a registered list the total number of such envelopes also should be entered separately at the foot of the list in the space provided for the purpose. The list should then be stamped and signed by the clerk or sorter concerned.

(8) In post offices, registered articles of the letter mail for branch offices in account which are authorised to perform registration work independently should be made over with the registered lists to the sub-account clerk, under receipt to be taken in the registered abstract. Registered lists for branch offices of this class are due documents.

(9) Articles registered in a post office for delivery from the office itself or from any of its branch offices which are not authorised to perform registration work independently, should be entered in a station registered list.

NOTE. Insured envelope and insured bundles should be entered in the same registered lists and placed in the same registered bag as other registered articles of the letter mail. When there are no insured envelopes or bundles for despatch the word *Nil* should be entered in the space provided at the foot of the registered list. Insured parcels should be entered in the same parcel lists as other registered parcels. *V-p* articles should be entered in the same registered or parcel lists and in the same way as ordinary registered articles of the letter or parcel mail.

91. Closing of registered and parcel bags.—(1) When a registered or parcel bag is to be closed, the articles to be placed in it, and, in the case of registered parcels, the acknowledgments (if any) should be examined with a view to the correction of errors in sorting. The articles should then be checked with the entries in the list concerned, and the total number of articles advised in each list should be compared with the number entered in the appropriate abstract.

(2) The registered articles of the letter mail should be arranged in the order of the entries in the registered list, tied in a bundle and then enclosed with the registered list in the bag which should be closed and sealed with the registration seal or, in offices and sections where this seal is not in use, with the date-seal. Registered bags must always be closed and sealed in the presence and under the direct supervision of the registration clerk or registration sorter, as the case may be, and he will be held responsible for the correctness of their contents. The name of the office or section to which each bag is to be sent should be written on the piece of paper placed under the seal, and the bags should be made over under receipt (to be taken in the registered abstract) to the sorting clerk or head sorter.

(3) The parcel list should be placed with the parcels in the parcel bag which should then be labelled, closed and sealed with the parcel seal or, in offices and sections where this seal is not supplied, with the date-seal. Parcel bags must always be closed and sealed in the presence and under the direct supervision of the parcel clerk or parcel sorter, as the case may be, and he will be held responsible for the correctness of their contents. The receipts relating to inland parcels charged with customs duty and to inward foreign parcels and also the acknowledgments, should be attached to the relative parcel list. Parcel bags should be handed under receipt to be taken in the parcel abstract to the mail clerk or head sorter.

(4) Care should be taken that only bags which are in every respect sound and strong are used as registered or parcel bags.

92. Closing of insured bags.—(1) When an insured bag is to be closed, the insured parcels for despatch should, after entry on the issue side of the parcel abstract, be shown to the postmaster or head sorter, as the case may be, along with the parcel list in which they are entered. The insured parcels should then be placed by the parcel clerk or parcel sorter himself in the insured bag in the presence of the postmaster or head sorter.

(2) The insured bag should be closed, sealed and labelled by the parcel clerk or parcel sorter in the presence of the postmaster or head sorter in the manner described in paragraph (4) and should then be accurately weighed in his presence. The name of the office or section of destination as indicated in the parcel sorting list should be written

on the insured label, and the weight (*in tolas*) of the bag should be clearly noted thereon, in words and in ink, in the place provided as well as in the parcel abstract against the entry of the name of the post office or section to which the insured bag is despatched.

NOTE 1.—In the R. M. S., the instructions about weighing the insured bag and recording its weight apply only to sorting mail offices.

NOTE 2.—In no-delivery offices, which are not authorised to deliver from their window insured and v.-p. articles exceeding the prescribed limits of value, the weight of the insured bag should be noted on the office copy of the parcel list despatched.

(3) The postmaster or head sorter will be responsible that each bag contains the correct number of insured parcels, that the insured parcels have not been tampered with before despatched, that the bags used are in good condition, that they are properly closed and sealed and that the weight is entered correctly in ink on the insured label and in the parcel abstract.

(4) Light dosuti cloth bags should always be used for insured bags which should be closed, sealed and labelled in the following manner:—

A blue tag label should be fastened to a piece of strong cord which should be tied tightly round the neck of the bag and knotted in two places opposite each other; the ends of the cord should then be passed through the holes of a tin seal-holder and again fastened in a knot. The insurance seal, where provided, should be impressed on good *red* sealing-wax applied over the knot of the cord in the hollow of the *tin seal-holder* and also over the knot at the point opposite, under which a piece of paper should be first placed in order to prevent damage to the bag. An insured label should be pasted to the tag label.

93. Use of more than one registered or parcel bag for the same office or section.—(1) When the number of registered articles of the letter mail or parcels to be despatched to a section or office necessitates the use of more than one registered or parcel bag, the labels on the bags should be clearly numbered 1, 2 and so on. By the side of the number marked on the label of bag No. 1 should be written the total number of bags forming the despatch, thus $1/3$, $1/4$, etc. The bag made up last should be numbered 1, so that the total number of bags can conveniently be noted on the label.

(2) A separate registered or parcel list, as the case may be, should be placed in each bag, giving a detail of its contents and bearing the number given to the bag, thus “ Bag No. 1 ”, “ Bag No. 2 ” and “ Bag No. 3 ” in the case of a despatch consisting of three bags. By the side of the number written on the list enclosed in Bag No. 1 should be entered the total number of bags forming the despatch, as in the case of the label of that bag. The receiving office or section should see by reference

to the second number on the list enclosed in bag No. 1 that all the bags comprising the despatch have been received. If, from any cause, bag No. 1 is not received along with the others forming the despatch, the irregularity should be noted, and a telegram sent to the despatching office or, in the case of a section, to the record office concerned, intimating the non-receipt of the bag in question and enquiring what the total number of bags used for the despatch was.

NOTE.—Receipts for inward foreign parcels and inland parcels charged with customs duty, as well as acknowledgments, should be attached to the parcel lists in which the parcels have been entered.

94. Use of wicker baskets in place of parcel bags.—Where wicker baskets are supplied for use in place of parcel bags in direct mutual exchanges of parcel mails, the baskets should be treated by the offices concerned as due to be despatched every day (except Sundays) even if they have to be sent partially filled or empty. Any office having parcels to despatch on a Sunday should send them in bags. The baskets should be treated in every respect like parcel bags, the number of bags and baskets being entered separately in the mail list under the head "Details of Unusual Mails".

95. Insured articles irregularly accepted.—If an insured article has been irregularly accepted for an office not authorised to deliver it, the first office or section detecting the irregularity should return the article direct to the office of posting for re-delivery to the sender, enclosed in a protecting cover or bag, as the case may require.

96. Opening of registered and parcel bags and examination of their contents.—(1) The registered bags and bundles addressed to an office or section and the insured envelopes and bundles addressed to a post office should be opened by the registration clerk or registration sorter and the parcel bags addressed to an office or section by the parcel clerk or parcel sorter, as the case may be.

NOTE.—Insured envelopes appertaining to letters for delivery from a post office or from branch offices in account which are not authorised to perform registration work independently should be preserved until the addressees' receipts have been obtained. Those appertaining to letters which are redirected or sent for delivery to branch offices authorised to perform registration work independently need not be preserved.

(2) All the registered articles and parcels (including heavy registered packets received in packet bags and parcels received in mail bags) should be carefully examined and compared with the entries in the registered or parcel lists, and the lists should then be signed. The total number of articles received with each registered or parcel list should be entered on the receipt side of the registered or parcel abstract. In examining a registered article or parcel, the place where the No. slip, stamp label or any other piece of paper, etc., is pasted to the article, whether by the sender or by the Post Office, should be subjected to minute scrutiny so as to detect any attempt to conceal signs of tampering.

(3) Insured envelopes and registered and insured bundles should be examined with special care to see that they are in good condition, that they have been properly closed and sealed and that the seals and fastenings are intact. Any imperfection, however slight, in any of these respects should be immediately brought to the notice of the postmaster or head sorter, as the case may be, and a note of it should be made on the envelope or bundle and in the registered list with which it was received and, in the case of an envelope or bundle for onward transmission, also in the list with which it is despatched.

(4) Except in sorting sections, each insured envelope and insured bundle should be weighed and the weight thus ascertained entered in the registered list with which the envelope or bundle was received and, in offices of delivery, also on the envelope or bundle itself. If this weight agrees with that entered on the envelope or bundle by the office of posting, or if there is a slight difference in weight not giving rise to suspicion that it has been tampered with, the envelope or bundle should, in office of delivery, be opened and its contents taken out in the presence of the postmaster and stamped by the registration clerk, while in sorting offices it should be forwarded onwards, a note of the difference in weight being made in the registered list with which the envelope or bundle is despatched. If, however, the difference in weight or any other circumstance gives rise to suspicion of tampering, the envelope or bundle should be made over unopened to the postmaster or head sorter, as the case may be, who will deal with it in accordance with the rules relating to Investigations. In offices of delivery, insured letters should be examined in the manner prescribed above both for registered letters and insured envelopes. The weight of each letter should also be checked with that noted on it by the office of posting and it should be seen that it bears the date-stamp impression of that office. Any imperfection or any discrepancy in weight or the absence of the date-stamp impression of the office of posting should be immediately brought to the notice of the postmaster.

NOTE.—When a number of insured letters for delivery are received by a town sub-office from its head office or from another town sub-office under that head office enclosed in a paper cover or bag, the cover or bag should be examined and weighed and the weight should be checked in the manner prescribed for insured bundles or insured bags, as the case may require.

(5) In post offices, registered articles and parcels with the acknowledgments, if any, should be separated into—

those for delivery, and

those for onward transmission.

The former should be stamped (this being done by the registration or parcel clerk himself in the case of registered articles) and put aside for

distribution, and the latter should be locked up till it is time to prepare the mail for despatch.

NOTE.—So long as insured articles remain undelivered, they must be kept under lock and key. If they cannot be delivered within a reasonable time, they should be kept in the office safe.

(6) The registered and parcel lists should be stamped and placed on record, the registered lists received in registered or insured bundles being kept attached to the due registered lists in which the bundles are invoiced.

NOTE.—When a money order form relating to a value-payable article is not received with the article, the first office or section detecting the irregularity should note it in the registered or parcel list with which the article is received and also in the list with which it is despatched in the case of articles for onward transmission, and report the irregularity to the Superintendent of post offices or first class postmaster to whom the office of posting of the article is subordinate. Intervening offices or sections which may have to handle the article should repeat the remark in the registered or parcel lists despatched by them, and in the office of delivery, the irregularity should be noted in the error book.

97. Examination and opening of insured bags received.—(1) Insured bags will be received enclosed in parcel and mail bags and in the latter case, they will be made over under receipt to the parcel clerk or parcel sorter, as the case may be, by the delivery clerk or the head sorter, respectively.

(2) Each insured bag received must be carefully examined at once in the presence of the postmaster or head sorter, to see that it is in good order, that the fastening and both seals are intact, that the seals are those of the despatching office or section, that they are legible, that they are impressions of the insurance seal (if the despatching office is a head office, sub-office authorised to use an insurance seal, mail office, or section), that the stitching of the bag has not been tampered with, and that there is no rent concealed by the fold of the bag.

(3) Each insured bag received must be carefully weighed and the ascertained weight should be checked with the weight (if any) recorded on the insured label. If these weights differ, the bag should be given unopened to the postmaster or head sorter who should open it in the presence of witnesses and deal with it further in accordance with the rules relating to Investigations. If the weights agree, and in the case of insured bags bearing labels on which the weight is not noted, the bag should, if addressed to the office or section, be opened and the contents taken out by the parcel clerk or parcel sorter himself in the presence of the postmaster or head sorter.

(4) Insured bags are not weighed by sections, and no weight is therefore entered on the insured label of an insured bag closed by a section. The weight must be entered clearly in ink on the insured label by the receiving post office or mail office.

98. Examination of insured parcels received.—Insured parcels received, whether in sorting or for delivery, must be carefully examined by the parcel clerk or parcel sorter, as the case may be, in the presence of the postmaster or head sorter, respectively, at the time the insured bags are opened, to see that they are in good condition, that they bear the date-stamp impressions of the offices of posting, that they have been properly packed and sealed, and that the seals, sewing, etc., are intact. The parcels should also be scrutinised in the manner prescribed for uninsured parcels. Each parcel should then be weighed and the ascertained weight (*in tolas*) should, after check with that entered on the parcel, be recorded on the parcel list with which it was received. Any imperfection, however slight, or any discrepancy in the weight, or the absence of the date-stamp impression of the office of posting should be immediately brought to the notice of the postmaster or head sorter. If there are no grounds for suspecting that the parcel has been tampered with, a note of the defect or discrepancy should be made on the parcel list with which it was received and, if the parcel is for onward transmission, also on the list with which it is to be despatched. If there are grounds for suspicion, the parcel should be made over to the postmaster or head sorter who will deal with it in accordance with the rules relating to Investigations.

NOTE 1.—In the R. M. S., the instructions about weighing the parcels and recording their weights do not apply to sections.

NOTE 2.—Parcels posted at Imperial post offices situated in some Indian States have, before posting, to be taken to the custom-house, where they are sealed by the custom-house authorities in token of customs dues having been paid; and consequently, insured parcels posted under such conditions bear two different seal impressions and frequently two different kinds of sealing-wax. In such cases, the parcel clerk or parcel sorter must see that the office of posting has written on the parcel the words "Custom-house seals added to the parcel total number of seals (*number*)" and that this number corresponds with the number of seals borne by the parcel. If the note has not been entered on the parcel, the parcel clerk or parcel sorter should himself add it.

99. Deficiency in fees or postage on registered articles and unregistered parcels.—(1) If the postage including the registration or other fee, on a registered article of the letter mail or insured letter received in a post office for delivery is found to be insufficient, the registration clerk must bring the fact to the notice of the postmaster, who should note the weight of the article on the cover, whether it is insured or not, and obtain the cover from the addressee.

(2) The parcel clerk should similarly bring to the notice of the postmaster any deficiency in postage or other fees prepaid on parcels. For this purpose, the parcel clerk must examine all station articles of the parcel mail received and weigh them, if necessary, in order to see that:—

- (a) in the case of all registered parcels (insured or uninsured), the postage stamps affixed to the parcels or to official labels

pasted on them represent the full amount of the postage and prescribed fees, including any redirection fee which may have been prepaid;

- (b) in the case of all unregistered parcels, the postage stamps affixed to them or to official labels pasted on them represent the full amount of the postage and redirection fee in case the latter has been prepaid.

NOTE 1 —In the case of redirected parcels (registered and unregistered) on which redirection fee is recoverable from the addressee, the parcel clerk must see that the correct amount of fee has been marked on the parcel and, if any incorrect entry has been made, bring the fact to the notice of the postmaster who should correct it under his initials.

NOTE 2 —In the case of a parcel redirected by any branch office, it should be shown to the postmaster who should check the amount of redirection fee, if paid, as well as the entry "Redirected postage" or "Redirection charges paid" made thereon and initial the entry in token of his having carried out the check. If the entry is made in vernacular by the branch postmaster, fresh entry should be made by the postmaster in English. If any inland redirected parcel is received from a branch office as refused the charge for redirection should be cancelled under the initials of the postmaster.

(3) The postmaster should report the deficiency to the Superintendent to whom the office of posting is subordinate, the report being accompanied in the case of inland articles of the letter mail, by the cover obtained from the addressee. In all such cases, the official in fault in the office of posting will be required by the Superintendent concerned to pay a sum equal to the deficiency. The amount recovered should be converted into postage stamps which should be affixed to the Superintendent's letter ordering the recovery and defaced with the date-stamp of the office.

NOTE —This rule may, under the orders of the Head of the Circle, be relaxed in special cases when it is quite clear that the official concerned in the office of posting was not to blame, or where the penalty would be too great in comparison with the fault committed.

EXCEPTION —This rule does not apply to inward foreign parcels.

(4) If the deficiency is detected in sorting or, in the case of an article posted at a branch office, in its account office, the attention of the office of delivery should be drawn to the deficiency. In the latter case, a note should also be made by the account office in its error book.

(5) In the case of outward foreign articles, the office of exchange will, for the purposes of this rule, take the place of the office of delivery.

GENERAL.

100. Use of the term "Superintendent".—(1) The expression "Superintendent", includes both Postal and R. M. S. Superintendents, unless it is clear from the context that only one of these classes of Superintendents is meant. When used to signify a Superintendent of post

offices, the term also includes a first-class postmaster except where there is anything to the contrary in the context.

(2) Wherever it is stated that a postmaster should submit reports, returns, etc., to the Superintendent, it should be understood that if the postmaster is a first-class postmaster, he should deal with them in the same way as a Superintendent of post offices, unless anything to the contrary is stated in the context.

NOTE.—When a town, sub or branch office is placed under the supervision of a head postmaster, he will exercise all the functions of a Superintendent in respect of that office.

101. Use of the term “First-class head office”.—Wherever the term “first-class head office” is used, it includes Presidency offices, except when reference is made to procedure which, under the special orders of the Director-General, does not apply to Presidency offices or any particular Presidency office.

102. Use of the term “Unpaid articles”.—Where the term “unpaid” is used in respect of a postal article, it includes “insufficiently-paid”, except where both the terms are used in contra-distinction to each other.

103. Book of postmarks.—(1) A book in the prescribed form must be kept in every post office and in every record office in which impressions of all the stamps and seals holding date or other movable type should be taken daily before they are brought into use. In post offices where special delivery stamps are supplied, the delivery clerk should examine the book before each delivery to see that the required change has been correctly made, and in all offices and sections where stamps holding date or other movable type are used, the clerks or sorters in charge of the several departments or sets concerned should examine the book to see that the type is correctly and punctually changed and are responsible that they are kept clean. In every case, the official responsible for the examination should initial the impressions in token of having carried out the check.

(2) The postmaster or record clerk is required to see that this rule is carried out and that the impressions are distinct and clear, and he should initial the book every day after all the impressions for the day have been taken.

104. Letter-boxes.—(1) Letter boxes are placed in R. M. S. vans, public thoroughfares and other central positions, and are intended for the reception of unregistered articles of the letter mail.

(2) Letter-boxes are of two kinds, fixed and portable. Pillar and other fixed letter-boxes are cleared at intervals, and if outside the post office, their contents are brought in by letter-box peons or other subordinates; or, in the case of letter-boxes located at railway stations,

which are cleared by mail peons, the contents are either brought to the post office or handed by the mail peons to the R. M. S. officials. Portable letter-boxes are brought by the letter-box peons to the post office to be opened and cleared, empty letter-boxes being left in their places. All portable, wall, and pillar letter-boxes are provided with movable hour or date plates.

(3) The hours at which, and, in the case of letter-boxes placed in rural localities, the days on which, the letter-boxes are cleared, should be marked on them; and they should be kept locked or sealed. In fixing the hours of clearance for outside letter-boxes which are cleared for daily despatches or local deliveries, the time actually occupied by a letter-box peon in going his rounds must be ascertained as the first step, and for this purpose a clerk, town inspector or the postmaster himself should walk round the beat with the letter-box peon and note the exact time required for visiting each letter-box. The hours of clearance can then be accurately fixed with due regard to hours of despatch or to local delivery, as may be necessary in each case.

(4) Letter-boxes at railway stations or attached to R. M. S. vans, and other letter-boxes in which, for any special reason, it is not desirable that any articles other than letters should be posted, are marked "For letters only".

NOTE.—Large official or other letters which, owing to their size, cannot be posted in the letter-box, may be received by hand at the window of the van or office.

105. Certificates of posting.—(1) Certificates of posting should be granted to the public under the conditions, and in the manner, laid down in the *Post and Telegraph Guide*. If a certificate of posting prepared on a piece of plain paper is presented, it should be accepted and pasted on to one of the prescribed forms, before it is returned to the sender.

(2) Certificates of posting should, if required, be granted for postal and telegraph service articles without any fee being charged.

106. Officials not to affix postage stamps to articles.—Officials of the Department are strictly prohibited from affixing postage stamps to letters, packets, or parcel mail articles brought to an office for despatch; this must always be done by the sender of the article or his messenger. This prohibition is specially applicable to articles tendered for registration, and the postmaster, head sorter or mail agent, as the case may be, will be held responsible if he allows any of his subordinates to receive cash in payment of postage or registration or insurance fees.

107. Stamping.—(1) The following instructions for stamping must be carefully observed:—

(a) *Postage stamps borne by articles of all classes posted should be defaced by separately impressing the combined date-stamp or, where this stamp is not available, the date-stamp over each postage stamp. Postage stamps found*

unobliterated on station articles received for delivery or on articles, passing in sorting should be defaced in the same manner.

NOTE.—Stamps other than those of British India, which cannot, under the rules, be recognised in payment of postage, should not be defaced.

- (b) *Unregistered articles* of the letter mail posted bearing no postage stamps should be impressed on the back with the date-stamp.
- (c) *Unpaid and insufficiently paid unregistered articles* posted or received in sorting without having been taxed with postage should also be impressed on the face with the postage due stamp.
- (d) *Late letters* posted in R. M. S. letter-boxes on which a late-fee should have but has not, been prepaid, should also be impressed on the back with the “Detained: late-fee not paid” stamp.
- (e) *Station articles* received should be impressed on the back with the delivery stamp in post offices to which this stamp is supplied and with the date-stamp in other post offices.

NOTE 1.—Articles for delivery by a village postman, if not made over to him immediately after receipt, and all deposit articles should again be stamped with the delivery or date-stamp when issued for delivery.

NOTE 2.—In Head Offices, station articles of the letter mail on which postage is due should be impressed on the back with the postmaster's unpaid stamp only.

NOTE 3.—In the R. M. S., articles delivered direct to the addressees without the intervention of a post office should be impressed on the back with the date-stamp.

- (f) *Missent and misdirected articles*, whether station or sorting, should be impressed on the back with the date-stamp when received, and again when forwarded to destination, even though the same date be impressed on both occasions. In the R. M. S., such articles should be impressed on the back with the date-stamp, only at the time the irregularity is detected.

EXCEPTION.—This rule does not apply to articles contained in missent and mislabelled bundles.

NOTE.—As regards the stamping of postcards and acknowledgments for postal articles and money orders, see clause (k).

- (g) *Overcarried articles* should be impressed on the back with the date-stamp by the set overcarrying them, and *Return train articles* should be similarly impressed on the back both by the set which closes and by the set which receives the return-train bag. *But see clause (k).*
- (h) *Articles redirected, and undeliverable articles* returned to offices of posting or sent to the D. L. O. by post offices

should be impressed on the back with the date-stamp when received, with the deposit stamp when placed in deposit, and again with the date-stamp when forwarded.

NOTE.—In the R. M. S., *undecipherable articles* should be impressed on the back with the date-stamp by the office or section which receives them.

- (i) *Unpaid and insufficiently paid unregistered articles of the letter mail* intended for despatch from head and sub-offices to subordinate offices should be impressed on the back with the date-stamp when issued from deposit and those that are returned by subordinate offices and again placed in deposit, should be impressed with the deposit stamp. Other articles for despatch to branch offices received as station articles in the account office should be similarly treated.
- (j) *Articles for despatch by sea* by non-contract vessels should be impressed by the post office at the seaport of embarkation with the date-stamp of the date on which they are despatched on board; and *articles received by sea* by non-contract vessels should be impressed by the post office at the seaport of receipt with the date-stamp of the date on which they are received.
- (k) *Postcards* should always be impressed on the portion of the address-side, reserved for the address of the recipient and *acknowledgments* for registered articles of the letter or parcel mail, or for telegraphic money orders, on the face, i.e., the address-side,—whether they are impressed with the date, delivery, or deposit stamp. Any stamps required to be impressed on acknowledgments for ordinary money orders, other than those for which space is specifically provided on the face of the acknowledgment, should be impressed on the back. *Reply postcards* should not be stamped on the reply portion when the two halves are posted together.
- (l) *Registration No. slips, parcel No. slips and v.-p. No. slips* should be impressed with the No. slip name-stamp by the office of despatch.
- (m) *Labels* attached to bags should be impressed by the despatching office or section with the date-stamp (i) on the back in the case of tag-labels and (ii) on the face in the case of other labels.
- (n) *Documents* (including R. M. S. work-papers received and despatched) should be impressed with stamps by the offices, departments or sets concerned. The forms themselves will

indicate where a stamp is to be impressed by the despatching, and where by the receiving, office, department or set.

(o) *Check-slips* should be impressed with the name and date-stamps of the office or section by which they are prepared.

(p) *Stamps affixed to acquittance rolls, bills or receipts* of any kind in payment of stamp duty should be defaced by the date-stamp in such a way that the impression will be partly over the stamp and partly over the document to which it is affixed.

(q) *Protecting and service envelopes* closed should be impressed on the back with the date-stamp.

(2) Black ink must always be used for stamping articles, documents, etc., except in cases where another colour is specified.

(3) Instructions for the stamping of other documents, money orders, etc., will be found in their proper places in the relative rules.

(4) When articles are stamped on a table, a stone slab should be placed beneath the stamping pad in order to deaden the sound. Ink pads should be kept covered up when not in use.

NOTE.—In sub-office, the date-stamp should be used in place of the deposit stamp.

108. Importance of proper stamping.—The stamping of articles passing through the post is important, and requires the constant and vigilant attention of the sorting clerk or the head sorter, as the case may be. The effectual defacement of postage stamps is of special importance, and to secure this it is necessary that *each individual postage stamp should be defaced by means of a separate impression*. Indistinct postmarks hinder the prosecution of enquiries in cases of delay in the delivery of articles; and imperfect defacement affords opportunities for fraud. Stamping ink of proper consistency must be used to ensure clear stamp-impressions.

109. English transcription of addresses on vernacular articles.—(1) On all ordinary inland unregistered articles of the letter mail posted, that are to be sent to intermediate sorting offices or sections for disposal, the sorting clerk or assistant sorter, as the case may be, should write the name of the post-town of destination in English and at the same time underline with red ink the vernacular name that has been transcribed. The destination should be legibly written in *red ink* on the face of each such article parallel to and not across the address. If the official knows or has reason to believe that there are one or more other post-towns of the same name, he should, if the name of the District or Province has been written in vernacular, transcribe this name also in English in addition to the name of the post-town. The name of the post-town

of destination should not be transcribed on articles to be enclosed in direct station mail bags or station bundles.

EXCEPTION.—For the purpose of this rule, a blue pencil should be used in a R. M. S. section.

(2) When the address on an inland registered article of the letter mail or on a parcel is written in vernacular, the clerk or sorter concerned should transcribe the name and address of the addressee in English below the vernacular entries, unless he knows for certain that the vernacular in which the article is addressed can be read and understood at the office of delivery, in which case only the name of the office of destination need be so transcribed in red ink. In the case of v.-p. articles, *all* the prescribed entries which may have been made in vernacular should be similarly transcribed.

(3) In the case of every article, whether of the letter or of the parcel mail, which may be posted for transmission by the foreign post addressed in vernacular, the *full* address must be transcribed on it in English by the clerk or sorter concerned.

110. Foreign or Indian State postage stamps on articles for despatch or delivery.—(1) Imperial postage stamps overprinted with the name of an Indian State should be recognised in payment of postage on articles posted in the post offices and letter-boxes of that State and intended for delivery by an Imperial post office. Postage stamps of Indian States other than the overprinted stamps mentioned above should not be recognised in payment of postage on such articles.

NOTE.—The *Quarterly List* contains a list of Indian States and Foreign Settlements in India, in which is given the Indian States with which postal conventions have been concluded and a description of the overprinted postage stamps, postcards, and envelopes used by them. An alphabetical list of post offices in Indian States and Foreign Settlements is also contained in the *Post and Telegraph Guide*.

(2) Postage stamps of foreign countries and Indian States, including the overprinted stamps referred to in the preceding paragraph, should not be recognised in payment of postage or other postal charges on articles posted in Imperial post offices, mail offices, sections or letter-boxes. If an article so posted bears only such stamps, it should be treated as wholly unpaid, the stamps being ignored. The stamps, however, should not be defaced, but a remark, drawing attention to the fact that they are those of a foreign country or Indian State, should be written on the face of the article by the office or section of posting. Indian State postage stamps in addition to those of the Indian Post Office are sometimes affixed to articles intended for delivery in an Indian State. The Indian State postage stamps should not be obliterated but the other stamps should be defaced in the usual manner.

EXCEPTION 1.—The reply-halves of double postcards originally posted in a foreign country or Indian State should be given free transit to destination when re-posted in an Imperial office, section or letter-box.

EXCEPTION 2.—Official correspondence on the service of His Exalted Highness the Nizam addressed to officials of His Exalted Highness' Government or to any other official or person whether posted in a Mogalai post office or in an Imperial post office in Hyderabad territory, and intended for delivery by an Imperial post office, whether situated in the Hyderabad State or in British India, will be prepaid with postage and registration fee by means of Hyderabad State Service stamps and should be delivered free of all charge. Unpaid correspondence on the service of the Nizam's Government should be charged with postage in the same way as ordinary unpaid articles.

EXCEPTION 3.—Articles superscribed "On Postal Service" and franked by the signature and official designation of an officer of the Imperial Post, or a responsible postal officer of the Gwalior, Patiala, Nabha, Jhind or Chamba State should be exchanged free of all charges as regards postage.

111. Unpaid postcards, open and insecurely closed unpaid letters and unpaid and insufficiently paid foreign packets.—(1) Any unpaid inland postcard of private manufacture or any open or insecurely closed unpaid inland letter which may be found in a letter-box or received from any other office or section, either in sorting or for delivery, should not be allowed to pass on but should be forwarded to the D. L. O. If either portion of a reply postcard is not fully prepaid, that portion should be detached and forwarded to the D. L. O. Unpaid and insufficiently paid correspondence addressed to foreign countries, except letters and postcards, should be similarly sent to the D. L. O. These unpaid articles should be made up into a separate bundle which should be labelled "Unpaid postcards, open letters and insufficiently paid foreign packets" and placed with other articles in the envelope addressed to the D. L. O. The unpaid postage represented by these articles should not be included in the amount of postage due noted on the envelope for the D. L. O., nor should it be included in the accounts at any stage.

NOTE.—In post offices, such articles should be made over to the deposit department where they should be bundled and labelled in the manner described above for inclusion in the next daily deposit to the D. L. O.

(2) Such articles bearing spoilt or defaced postage stamps or bearing previously used postage stamps from which no attempt has been made to remove the marks of obliteration, or bearing service stamps from which no attempt has been made to remove the letters denoting service (see *Posts and Telegraphs Manual, Value II*), as well as those posted in Imperial post offices or letter-boxes and bearing postage stamps of foreign countries or Indian States, but not prepaid with Imperial postage stamps, should be disposed of in the same way as unpaid articles under the preceding paragraph.

EXCEPTION.—This rule does not apply to service unpaid postcards or to open and insecurely closed service unpaid letters.

112. Postcards of private manufacture.—(1) One of the conditions laid down in the *Post and Telegraph Guide* under which single and reply cards of private manufacture may be transmitted by the inland post as postcards is that, as regards substance, they are *neither thinner nor more flexible* than the inland postcards issued by the post office. This condition does not preclude the use as postcards of private card

which are *either thicker or less flexible* than the departmental inland postcards. So long as a card of private manufacture is of the consistence of a card, and not merely a piece of ordinary paper cut to the size of a postcard, it should be allowed to pass unchallenged.

(2) No objection should be raised to postcards from the address-side of which inadmissible words, formerly printed, have been erased, provided that the words have been so erased as to remove them altogether, and not merely struck out by drawing a line through them.

113. Unpaid articles addressed by the public to officials of the Department.—(1) Unpaid articles addressed to officials of the Indian Posts and Telegraphs Department, as such, should be taxed with postage in the usual way, but the postage should be cancelled under the initials of the postmaster or head sorter, as the case may be, and the article forwarded to destination as fully prepaid. In post offices, articles for delivery at subordinate offices should be similarly treated.

(2) Should the office or section of posting have omitted to cancel the postage due on any such article, it should be cancelled in the office of delivery under the postmaster's signature, and a note made in the error book.

114. Articles found open, damaged, or without contents.—(1) If an unregistered article of the letter mail taken from a letter-box or received in sorting, is observed to be open, torn or otherwise damaged, or without contents, a remark, in accordance with the directions given below, should be written on the article by the sorting clerk or assistant sorter and initiated by the postmaster or head sorter, as the case may be:—

“Received open”, when found in an open state.

“Received torn” or “Received damaged”, when received torn or otherwise damaged, *e.g.*, soiled, stained, etc.

“Without contents”, when the article is manifestly merely an empty cover.

If there are any suspicious circumstances attending the case, the postmaster or head sorter should make enquiries and endeavour to discover the offender.

(2) Open and damaged articles should be closed or repaired by the sorting clerk or assistant sorter, so as to protect their contents, or, if necessary, the articles should be forwarded enclosed in envelopes addressed to the offices of destination; but a damaged article addressed to a foreign country must never be placed in an envelope.

(3) If any article of the kind mentioned in paragraph (1) is noticed in the office of delivery, in course of distribution of articles to postmen, it should be closed or repaired before it is issued for delivery and, if necessary, enclosed in an envelope by the delivery clerk who should

note on it the condition in which it was received and obtain the postmaster's initials to the remark.

(4) If a damaged article is received enclosed in an envelope to the postmaster's address, the envelope should be opened and its enclosure dealt with in the manner described above.

(5) If a wrapper or cover is received for delivery without its contents, a label in the prescribed form should be affixed to it before it is issued for delivery. Should the wrapper or cover be received back from the addressee with information as to the nature of the missing contents, an enquiry regarding the latter should be made without delay from the Home D. L. O., and in the case of foreign articles, also from the Madras, Calcutta or Bombay D. L. O., as the case may require, with reference to the country or place from which the article was received. If the office of delivery is at the same station as the Home D. L. O., the enquiry should be made by sending a clerk round to the latter office or by telephonic communication, if this is possible, and not by letter. Sub-offices other than those served direct by the D. L. O., should forward to the head office, for enquiry from the appropriate D. L. O., all empty wrappers and covers immediately they are received back from the addressees with information as to the missing contents.

(6) Any registered article of the letter mail or parcel mail article found damaged, torn or bearing signs of having been tampered with, should be made over at once to the postmaster or head sorter, as the case may be, who should be guided in dealing with the case by the rules relating to Investigations.

EXCEPTION.—This rule does not apply to unpaid open letters.

115. Treatment of articles the registration or insurance of which is compulsory.—(1) If an article, the registration of which is compulsory but which has not been registered, is found in the course of sorting in a post office, section or mail office or received for delivery in a post office, the clerk or sorter detecting the irregularity should, after noting it in his error book or note-book, as the case may require, show the article to the postmaster or head sorter and then make it over to the official in charge of the registration or parcel department. In post offices and in mail offices authorised to perform registration work, the article should be registered and, if the fee for registration has not been prepaid, a fee equal to double the usual registration fee should be charged on it. The amount of this fee *plus* any postage due on the article should be marked on its face below the registration No. slip and a note should be added under the signature of the postmaster, head sorter or mail agent, as the case may be, explaining the reason for the charge. The usual receipt for the sender should be given to the clerk or sorter detecting the irregularity. In post offices, the receipt should be pasted in the error book against the entry concerned, while in mail offices, it should

be attached to the head sorter's or mail agent's daily report. In a section or in a mail office not authorised to perform registration work, the article should be forwarded in a protecting cover or bag, as the case may require, addressed to the postmaster of the office of destination after having a note recorded on it, under the initials of the head sorter, mail agent or mail guard, explaining why it is so sent. The protecting cover or bag should, except in transit sections and transit mail offices, be treated as an article registered on service. A No. preceded by the letters "R. M. S." should be given to it and marked in large bold figures on the face in the upper left-hand corner. The article should then be entered on the receipt side of the Registered Abstract opposite to an entry "Unregistered article registered" and despatched to destination in the usual course, the name of the section or office being entered in the registered list as that of the office of posting.

NOTE 1.—Orders for the payment of money issued by the Military Pay Department, whether in the form of a cheque or in any other form, are exempted entirely from the operation of the rule regarding compulsory registration.

NOTE 2.—When an article, the registration of which is compulsory, is found in a letter-box at a time when it would not be accepted for registration if tendered at the window of the post office or mail office concerned, it should be kept in deposit till the office is next open for registration when it should be made over to the registration clerk or sorter, as the case may be, for disposal in accordance with the procedure described above.

NOTE 3.—When an article of the foreign letter mail marked "Registered" is found in a letter-box, it should, if fully prepaid (including the registration fee) and addressed to a country to which registration is available, be dealt with in accordance with the procedure described in this rule; otherwise it should be treated as an ordinary article, the word "Registered" marked on it being *completely scored out*.

(2) If an uninsured article passing through the post is found to contain coin, bullion, precious stones, jewels or other articles of value the insurance of which is compulsory, the following procedure should be followed:—

- (a) If found in the office of posting, the article should be endorsed "Contains (coin, etc.)" and sent in a protecting cover or bag (i) to the D. L. O. for return to the sender in the case of a post office or (ii) to the post office of destination in the case of a mail office. If the article is not a registered article, the protecting cover or bag should, before despatch, be registered on service or treated as a service registered article, as the case may require, in accordance with the procedure described in the preceding paragraph.

NOTE.—In sub-offices, such articles for the D. L. O. should be sent to the head office.

- (b) If found in an intermediate office or section, the article should be forwarded by it in a protecting cover or bag addressed to the postmaster of the office of destination after having

a note recorded on it explaining why it is so sent. If the article is not a registered one, the protecting cover or bag should be treated in the manner laid down in the preceding clause.

- (c) If found in the post office of delivery or received by it from another office or section, the article should be charged with a fee of one rupee, and the amount of this fee *plus* any postage due on it should be marked in red ink on its face where a note should be added under the postmaster's signature explaining the reason for the additional charge of one rupee. The article should then be delivered to the addressee with an intimation that no compensation would have been paid by the post office had the article been lost, damaged or tampered with in transit. If the article is refused by the addressee or if the addressee cannot be found, the fee should be recovered from the sender.
- (d) The fee when recovered should be converted into postage stamps which should be affixed to the error book against the entry relating to the irregularity and then defaced with the date-stamp of the post office concerned.

NOTE.—If a foreign parcel, the insurance of which is compulsory, is found in the office of exchange to be uninsured, that office should forward it as an insured parcel. In such cases, the amount of the insurance fee should be recovered from the official in fault in the office of posting in the manner prescribed in rule 99 (3).

116. Articles marked "By parcel post".—(1) If an inland article marked "By parcel post" is found in a letter or packet box, the official detecting the irregularity should make a note of it in his error book or note-book, as the case may require. The following action should then be taken:—

- (a) In post offices, the article should be transferred to the parcel clerk and treated and charged with postage as a registered parcel, any stamp affixed to the cover being recognised in assessing the postage due on delivery. The amount of postage due and the remark "Found in letter box" should be written in ink on the face of the parcel under the initials of the postmaster and the receipt for the sender should be handed to the sorting clerk and pasted by the latter in his error book against the entry of the irregularity.
- (b) In the R. M. S., the article should be marked "Found in letter-box" over the initials of the assistant sorter concerned and, after being shown to the head sorter, transferred to the parcel sorter, if any. The latter or, if there is no parcel sorter, the assistant sorter himself, should then

at once forward the article to the postmaster of the nearest head or sub-office with which the mail office or section is in communication in a protecting bag superscribed "Parcel found in letter-box". In transit sections and transit mail offices, the mail guard or mail agent, as the case may be, should mark and forward the article himself in the manner described above, the protecting bag being entered in the mail list and despatched as an unusual mail.

(2) If an inland article marked "By parcel post" is found among those of the letter mail received from another office or section, the detecting official should, after noting the irregularity in his error book or note-book, transfer the article to the clerk or sorter concerned. The latter should acknowledge receipt of the article in the error book or note-book and dispose of it as an unregistered parcel. In mail offices and sections which do not perform parcel sorting work, the assistant sorter detecting the irregularity should forward the article to the postmaster of the office of destination in the same way as an article of the letter mail enclosed in a protecting bag superscribed "Unregistered parcel received with sorting letters". Should the article, however, bear the word "Registered" or any other word, phrase, or mark to the like effect, it should be sent to the postmaster of the nearest head or sub-office in a protecting bag superscribed "Parcel marked registered received with sorting letters", whether the office or section detecting the irregularity does or does not do parcel sorting work.

(3) If an outward foreign article marked "By parcel post" is found in a letter or packet box or received with articles of the letter mail from another office or section, the detecting official should, after noting the irregularity in the manner described above, transfer the article to the parcel department where it should be dealt with as follows:—

- (a) In post offices, the procedure laid down in the *Post and Telegraphs Manual*, Volume VI. should be followed.
- (b) In the R. M. S., the article should in every case be forwarded to the postmaster of the nearest head or sub-office with which the detecting mail office or section is in communication, in a protecting bag superscribed "Foreign article marked 'By parcel post'" for disposal in accordance with clause (a) above.

117. Letters addressed to more than one person.—Letters addressed to more than one person should be forwarded to destination. They may be delivered to any one of the persons whose names they bear, but should ordinarily be offered to them in the order in which the names appear on the cover. In the case of a registered letter, the receipt should be drawn out in the names of all the addressees.

118. Articles intended for ultimate return to sender.—Articles addressed in such a way as to effect their return to the sender after having been delivered to a number of addressees or redirected to fictitious addresses, should not be forwarded, but should be disposed of in the same way as articles which are otherwise ineligible for transmission by post.

119. Articles addressed "Camp".—(1) Unregistered and uninsured registered articles of the letter mail intended for the high Government officers named in the *Post and Telegraph Guide* as entitled to special bags while on tour or for the party accompanying them, when addressed to "Camp", should be disposed of according to the instructions given in Exception 1 to rule 66.

(2) Parcels, v.-p. articles, insured articles, and money orders will ordinarily be addressed to a post-town. Should, however, such an article addressed to "Camp" be presented at a post office, it should not be refused on the ground that no post-town has been named in the address, but should be disposed of according to the instructions referred to above.

120. Correspondence of certain officers when on tour.—When any of the undermentioned officers, *viz.* :—

Chief Engineer, Telegraphs,
 Postmasters-General,
 Deputy Directors-General,
 Directors, Telegraph Engineering,
 Deputy Director-General, Telegraph Traffic,
 Deputy Chief Engineers,
 Controller of Telegraph Traffic,
 Assistant Directors-General,
 Deputy Postmasters-General, R. M. S.,
 Deputy Postmasters-General,
 Divisional Engineers, Telegraphs,
 Superintendents of Post Offices,
 Superintendents, R. M. S.,
 Superintendents, Telegraph Traffic,
 Accountant-General, Posts and Telegraphs,
 Deputy Accountants-General, Posts and Telegraphs,
 Assistant Accountants-General,
 Assistant Accounts Officers,

is on tour, correspondence and office files for and from him will be sent—by his office at headquarters or by himself in camp, as the case may be—in sealed bags which will, in every instance, be addressed to a specified post-town of destination or mail office. These bags should be sent loose (*i.e.*, without being enclosed in any mail or transit bag) and treated as unusual mails.

121. Facing of articles.—With a view to facilitate the handling of unregistered articles of the letter mail, they should be *faced* before they are stamped, sorted, distributed to the postmen for delivery, or made up into labelled bundles for despatch. When labelled bundles are untied, care should be taken not to disturb the facing done by the office or section which made up the bundles.

122. Articles prohibited from transmission by inland post.—(1) When there is good reason to suppose that an article passing through the post contains any goods the transmission of which through the inland post is prohibited by the rules in the *Post and Telegraph Guide*, it should be dealt with as follows:—

- (a) If the article is suspected to contain any explosive, dangerous, noxious, deleterious or filthy substance, any sharp instrument not properly protected, or anything likely to injure the mails or any officer of the post office, it should, if detected in a section, be enclosed in a protecting cover or bag and made over ‘outside’ to the first mail office where the train halts. The article should be entered in a separate registered or parcel list or in the mail list according as it belongs to the registered letter mail, the parcel mail or the unregistered letter mail,—the entry being followed by an explanatory note over the initials of the head sorter or mail guard drawing attention to the nature of the contents; and a receipt for the article should be obtained in the registered abstract, parcel abstract or the duplicate mail list, as the case may require, from the official to whom it is made over. The nature of the contents of the article should at the same time be explained to that official.

If detected in a mail office or received by it from a section, the article should be made over at once to the mail carrier under the procedure described above for conveyance to the nearest post office, except when it is suspected to contain explosives or when, owing to the nature of the article or the distance from the post office, it may not be practicable or convenient to transfer the article to that office. In the latter case, the article should be detained in the mail

office and the matter reported at once to the Postmaster-General of the Circle in which the mail office is situated through the Deputy Postmaster-General for orders regarding its final disposal.

If detected in a post office or transferred to it by a section or mail office, the article should be detained and an immediate report submitted to the Postmaster-General.

NOTE.—A leaky article would come under the operation of this clause.

- (b) If the article is suspected to contain any other prohibited goods, it should be forwarded in a protecting cover or bag, as the case may require, marked "Doubtful" addressed to the postmaster of the office of destination, with a note over the initials of the postmaster, head sorter, mail guard or mail agent, as the case may be, explaining the reasons for suspecting the article.

(2) If an article *received for delivery* is (a) suspected to contain anything the transmission of which by the inland post is prohibited, or (b) enclosed in a cover or bag marked "Doubtful", the postmaster should send a notice in writing to the addressee inviting him to attend either in person or by agent within 48 hours at the post office. He should under the authority given in section 24 of the Post Office Act, open and examine the article in the presence of the addressee or his agent, or in his absence, if he fails to attend within the time specified, reporting the matter to the Head of the Circle. (See Exception below paragraph (2) of rule 123.)

(3) If an article in course of transmission by post is *actually found* in a mail office or section to contain any goods the transmission of which through the inland post is prohibited, either generally or to and from any particular localities, the procedure prescribed in paragraph (1) should be followed except that in the cases referred to in clause (b) of that paragraph, the article should not be marked "Doubtful" but a remark explaining the nature of the contents should be written upon it. If an inland registered article is found in a mail office after having been accepted for despatch to contain gold coin or gold bullion or both exceeding the prescribed limit of Rs. 700, it should be endorsed "contains gold exceeding prescribed limit" under the initials of the head sorter or mail agent and sent for disposal to the nearest post office enclosed in a protecting cover.

(4) In post offices, the following action should be taken in respect of articles (whether detected by them or transferred to them by sections or mail offices) which, on being opened or otherwise, are *actually found*

to contain prohibited goods of the kinds mentioned in the preceding paragraph:—

- (a) In the case of an article containing gold coin or gold bullion or both of a value exceeding the prescribed limit of Rs. 700, it should be endorsed “contains gold exceeding prescribed limit” and sent (i) to the D. L. O. for return to the sender if it is an uninsured article, or (ii) direct to the office of posting for return to the sender if it is an insured article, enclosed in a protecting cover or bag, as the case may require. If the article is not a registered one, the protecting cover or bag should be registered on service before despatch.
- (b) In the case of an article containing a circular relating to a lottery, it should be endorsed with a remark to this effect and forwarded to the D. L. O. for return to the sender, enclosed in a protecting cover or bag as the case may require.
- (c) In the case of an article containing anything indecent or obscene or bearing on the outside whether on the article itself, as in the case of a newspaper, or on the cover—words, marks or designs of an indecent or obscene character or of a character falling under the other heads of the category given in the *Post and Telegraph Guide*, it should be forwarded to the D. L. O. with a remark drawing attention to the irregularity. This power should not be exercised in respect of *advertisements* without the express order of the Head of the Circle, and no advertisement should be intercepted on the ground that it is indecent or obscene without first making a report to him and obtaining his orders. In the report, a full description of the advertisement should be given, an exact copy of the passages supposed to be indecent or obscene being sent with it.
- (d) In the case of an article containing (i) opium, (ii) morphia, (iii) cocaine or its allied drugs, (iv) preparations of opium, morphia, or cocaine or (v) any other intoxicating drug, the transmission of which is prohibited, the article should be made over with all its contents to the nearest Excise Officer for the adoption of such further proceedings as may be deemed proper.
- (e) In all other cases, the articles should be detained and the case reported for the orders of the Head of the Circle.

NOTE 1.—If an article infringes any of the prescribed conditions as to the manner of posting, packing, size, contents, etc., for which the penalty is the payment of a higher rate of postage it should be charged with the enhanced rate of postage in accordance with the rules laid down in the *Post and Telegraph Guide*.

NOTE 2.—For the purpose of this rule, any newspaper, or any book, pattern, or sample packet suspected to contain anything in contravention of the provisions of the *Post and Telegraph Guide*, may be opened or unfastened by the postmaster in order to verify the suspicion.

NOTE 3.—In sub-offices, the article referred to in clauses (a) to (c) of paragraph (4) should be forwarded to the head office with a remark drawing attention to the irregularity.

123. Articles prohibited from importation or liable to customs duty—

(1) When there is good reason to suppose that an article *passing through the post* contains any goods (a) the import of which into British India by post is prohibited, or (b) which are liable to duty, it should be forwarded in a cover (or in the case of a parcel, in a bag) marked "Doubtful" addressed to the postmaster of the office of destination, with a note explaining the reasons for suspecting the article. Special care should be exercised in the examination of bulky articles of the inward foreign letter mail.

EXCEPTION 1.—Any articles of the class referred to in (b) detected at the Bombay, Calcutta, Madras, Rangoon, Dhanushkodi, Negapatam or Karachi post office, should be made over to the nearest Collector of Customs and assessed to duty before it is delivered or transmitted onward by post, as the case may be.

EXCEPTION 2.—Inward articles of the foreign mail prepaid at the letter rate which contain dutiable goods and are furnished on the address side with either a green label marked "Douane" showing the nature, weight and value of the contents or a green label marked "Douane" accompanied by a separate customs declaration, will be admitted and handed over to the Customs for assessment before they are transmitted to destination.

EXCEPTION 3.—A registered letter containing coin, bullion, precious stones, jewellery, or articles of gold and silver received from a foreign country plainly superscribed "To be submitted to the Customs" will, before delivery or transmission onward, as the case may be, be made over by the receiving Indian office of exchange to the nearest Collector of Customs for assessment of duty. On return from the Customs authorities, the article will be treated as insured for its inland transit within the limits of British India and charged with an insurance fee, calculated at the inland rates, on the value of the contents assessed by the Customs authorities, provided that, if the value of the contents exceeds the maximum limit of value for which inland letters may be insured, the article will be insured only for such maximum. The amount payable on account of the insurance fee will be noted on the assessment memo., in the space provided for the purpose and, after collection by the office of delivery, should be converted into postage stamps which should be affixed to the assessment memo., in the appropriate place, and defaced by a separate impression of the date-stamp on each postage stamp. If a letter is received from a foreign country without the superscription "to be submitted to the Customs" but is found, on being opened by the Customs authorities at the port of landing to contain coin, bullion, precious stones, jewellery, or articles of gold and silver, it will, on return from the Customs, be dealt with for the purpose of its transmission to its destination in accordance with the instructions contained in the *Posts and Telegraphs Manual, Volume VI*.

(2) If an article *received for delivery* (a) is suspected to contain anything the importation of which is prohibited or which is liable to duty, or (b) is enclosed in a cover or bag marked "Doubtful", the postmaster should send a notice in writing to the addressee inviting him to attend either in person or by agent within 48 hours at the post office. He should, under the authority given in Section 24 of the Post Office

Act, open and examine the article in the presence of the addressee or his agent, or in his absence if he fails to attend within the time specified, reporting the matter to the Head of the Circle. In sub-offices the opening and examination of the article should, if the addressee fails to attend, be done in the presence of two respectable witnesses.

EXCEPTION.—When such an article is addressed to a Ruling Chief of an Indian State, the postmaster, instead of sending the prescribed notice to the addressee, should write a courteous letter to the Chief's Private Secretary or agent asking him either to call at the post office or to send an authorised representative to open the article and take delivery of it.

(3) When an article has been opened in the office of delivery, action should be taken as follows:—

- (a) If found to contain anything on which customs duty is payable, the contents should be retained for further proceedings on the authority given by Section 24 of the Post Office Act, *i.e.*, until the amount of duty can be assessed and collected.
- (b) If found to contain any intoxicating drugs the importation of which is prohibited (see *Post and Telegraph Guide*), it should be made over with all its contents, to the nearest Excise Officer for the adoption of such further proceedings as may be deemed proper. If found to contain unset diamonds, firearms, military stores or articles, other than *explosives*, included in the term “ammunition”, as defined in the portion of section II of the *Post and Telegraph Guide* relating to prohibited articles, the article should not be delivered to the addressee, but the postmaster should at once take steps, in accordance with the procedure laid down in the *Posts and Telegraphs Manual, Volume VI*, to forward the article to the chief port of the presidency or province nearest to the office of delivery to be made over to the Customs authorities for any action that may be considered necessary. In cases where an article is found to contain *explosives*, the postmaster should act on the instructions contained in rule 122 (1) (a). If the article is found to contain anything else, the importation of which is prohibited, it should be detained, and the case reported for the orders of the Postmaster-General.

(4) When once an article has been opened for the purposes mentioned above, the post office is bound to exercise scrupulous care in checking and repacking the contents at every stage so as to prevent loss or damage in transit. The outer covering used for repacking should be of sufficiently substantial material to afford adequate protection to the contents.

NOTE.—In sub-offices, articles found to contain anything the importation of which is prohibited should be sent to the head office.

124. Articles containing goods specially prohibited from export.—(1) If an article posted at any place in British India and addressed to a foreign country or Indian State or foreign possession in India is *actually* found, while in course of transmission by post, to contain anything the export of which either generally or to that particular destination is prohibited by the clause bearing the heading "Local prohibitions" in the Inland Post Section or by the clauses bearing the heading "Articles specially prohibited from export out of British India" in the Foreign Post and Foreign Parcel Post Sections of the *Post and Telegraph Guide*, it should be endorsed "Contains prohibited (*name of the prohibited article*)" and sent for disposal to the D. L. O. either direct or, in the case of sub-offices, through the head office.

EXCEPTION.—This rule does not apply to post offices the postmasters of which have been specially authorised by the Government of India to search, or cause search to be made, for the prohibited goods.

(2) In the R. M. S., such articles should be similarly endorsed and sent to the nearest post office for disposal in the manner prescribed in the preceding paragraph.

125. Responsibility for examination of frank.—(1) The post office, mail office or section at which an article, superscribed "On His Majesty's Service", is posted, is the office responsible for the examination of the frank; and a frank which has been passed by the office of posting must not be challenged by any other office.

(2) Abbreviations of official designations should be accepted, provided they are intelligible or recognised by ordinary usage. Official articles should not be charged with postage merely on the ground of some informality in the frank, such as the omission on the part of the sender to add his official designation to his signature, unless there is reason to suspect fraud, or because the frank extends beyond the centre of a postcard; but any office which observes any irregularity in regard to the manner in which an article is franked should bring it to the notice of the office of posting, so that the attention of the official concerned may be drawn to it with a view to its discontinuance. There are certain established forms of abbreviated signature and designation which must be recognised, for example, "R. Calcutta", which means "Robert Bishop of Calcutta" and is the legally recognised official signature of the Bishop of that Diocese. Such recognised abbreviated franks on official correspondence should not be challenged.

(3) If an article is franked by a person who is not entitled to the privilege, the frank should be ignored and the article should be taxed with postage under the signature of the official in charge of the office or section in which it was posted.

(4) If any article, believed to be a service article, is found to bear service stamps without the prescribed superscription and frank, it should be treated as unpaid and the service stamps should not be defaced, but a remark drawing attention to the fact that they are not supported by the prescribed superscription and frank should be written on the face of the article.

NOTE.—A postcard which contains an obviously *bonâ fide* official communication should not be treated as unpaid on the ground that the service stamp which it bears is unsupported by the prescribed superscription or frank, but should be despatched to destination as a paid article. The irregularity should, however, be brought to the notice of the office of posting, so that the attention of the Government official concerned may be drawn to the matter.

126. Transmission of packets.—(1) Ordinarily, unregistered packets will be forwarded in mail bags and registered packets in registered bags. In all cases, however, in which packet bags are prescribed to be made up, they should be used for the transmission of *heavy* packets, *i.e.*, packets weighing over 20 tolas, registered and unregistered,—the registered packets being made up into a separate bundle called the “registered packet bundle”.

(2) When a packet bag is made up for an office, all the heavy unregistered packets, paid and unpaid, intended for that office should be enclosed in the bag by the sorting clerk or head sorter, as the case may be. If there are any heavy registered packets for despatch to the office, the registration clerk or registration sorter, as the case may be, should tie them in a bundle with the registered list on top in such a manner as to exhibit the name of the office of destination, and transfer the bundle under receipt (to be taken in the registered abstract) to the sorting clerk or head sorter, who should compare the articles with the entries in the list before granting the receipt, and then place the bundle himself in the packet bag. If there are no heavy registered packets for despatch, a blank registered list with the word “Nil” written on it in the place for the total and duly signed should be made over by the registration clerk or registration sorter to the sorting clerk or head sorter, as the case may be, who should see that the list has been properly prepared and then place it inside the packet bag. Every packet bag must contain a registered list.

127. Manner of forwarding parcels.—(1) The parcel sorting list will show whether parcels for despatch to an office or section are to be enclosed in a parcel bag or in a mail bag. As a general rule, the use of parcel bags will be prescribed only when an office or section ordinarily despatches many parcels or where a separate establishment of parcel runners is entertained. A parcel bag must never be included in a despatch which is not accompanied by a mail list.

(2) In cases where the despatch of parcel mail articles in mail bags is prescribed, such articles should be made over, with the parcel lists, by the parcel clerk or parcel sorter, as the case may be, to the sorting clerk or head sorter, respectively, to be forwarded to destination inside the mail bags for the offices or sections concerned and a receipt for the articles and the lists should be granted by the latter official in the parcel abstract after comparing the articles with the entries in the lists. If, however, owing to their number, the articles cannot all be enclosed in the mail bag, they should be forwarded in a parcel bag, the parcel list being placed in the parcel bag and not in the mail bag, and a note that this has been done being entered on the registered list.

(3) If, on any day, there are no parcel mail articles for despatch in a mail bag, a blank parcel list, enclosed in an envelope, should be made over to the sorting clerk or head sorter for despatch to destination inside the mail bag. That official should, after examining the list to see that it bears the word "Nil" in the spaces for the totals and that it has been stamped and signed by the parcel clerk or parcel sorter, grant a receipt for it in the parcel abstract. Similarly, if there are no such articles for despatch to an office or section for which a parcel bag is prescribed, no parcel bag need be made up, but a blank parcel list should be made over to the official concerned in the manner described above for transmission inside the mail bag, or, if it should happen that a direct mail bag is not made up for the office or section concerned, the blank list should be forwarded to destination in a cover registered on service.

(4) Uninsured parcels which from their size shape or mode of packing (*e.g.*, large wooden cases, maps packed in tin tubes, and the like) cannot conveniently be placed in parcel or mail bags, may be sent outside and should be made over to the mail clerk or head sorter, as the case may be, under receipt to be taken in the parcel abstract. In such cases, the remark "Sent outside: entered in mail list" should be written by the parcel clerk or parcel sorter opposite the entry of the parcel in the parcel list. The following particulars, *viz.*, the office of posting of the parcel and the name of the office or section to which the parcel list containing the entry of the parcel is addressed and, in the case of a registered parcel, the No. must also be entered in the mail list by the mail clerk or head sorter.

(5) When there are insured parcels for despatch, they should be enclosed in an insured bag which should be placed inside the parcel bag or where a parcel bag is not prescribed, inside the mail bag. In the latter case, the insured bag should be made over to the sorting clerk or head sorter under receipt to be taken in the parcel abstract.

(6) The parcel mail articles, insured bags and parcel lists for transmission inside mail bags should be placed by the sorting clerk or head sorter himself in the proper mail bags.

NOTE.—Paragraph (4) applies also bulky registered packets.

128. Correction of documents.—(1) In the event of an error in a mail list, registered list, parcel list, daily account, s.o. slip, or any other document to be placed on record, the document should not be returned to the issuing office for correction, except under the orders of the Head of the Circle or superintendent. If necessary, a copy of the document may be prepared and sent to the office concerned, or a revised document may be called for, or the correction may be carried out on the authority of a letter, provided that there is no special prohibition against doing so. In the last case, the letter of authority should be filed with the corrected document.

NOTE.—When a revised or corrected document is received under this rule in substitution for the original, both should be retained on record, attached to each other, a note being added on the original above the signature of the postmaster or the record clerk, as the case may be.

129. Use of proper bags.—(1) It is the duty of the postmaster or head sorter to see that bags of suitable sizes are used for each despatch of mails. When required, extra bags should be used; and if the use of “plural” bags would facilitate the conveyance of the mails, the matter should be brought to the notice of the officer by whom the due mail lists are supplied.

(2) Great care must be taken to avoid the misuse of bags. Canvas bags should not be used when dosuti bags are prescribed, and *vice versâ*.

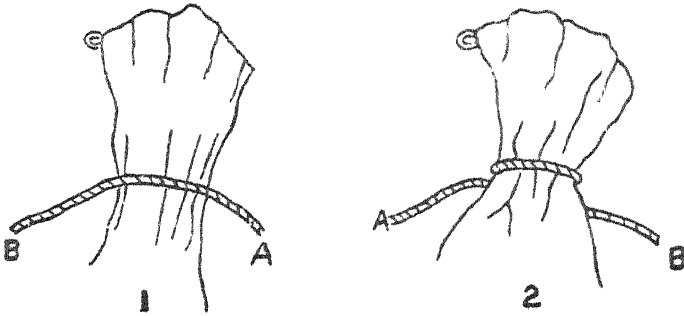
(3) All the bags received every day should be examined by the clerks or sorters concerned, and if any misuse of bags is detected, a report should be made to the superintendent. In the R. M. S., the irregularity should also be noted by the head sorter in the space provided for the purpose in the mail abstract.

(4) If from any cause, a bag not of the prescribed description has to be used by a section or mail office for due mails made up, or is despatched as a surplus due bag, an explanation of the irregularity should be written by the head sorter in the space provided for the purpose in the mail abstract.

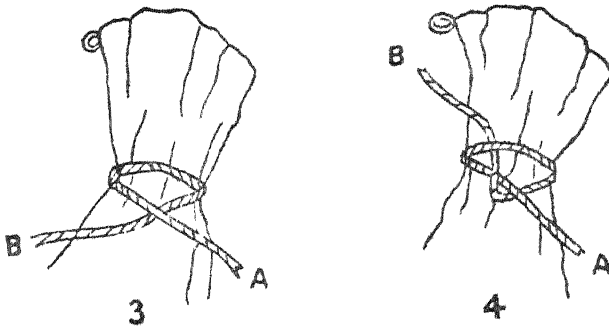
130. Manner of labelling, closing and sealing bags.—(1) In cases where *sealing-wax* is used, the cord should first be passed through the hole in the tag label to be attached to the bag; the two ends should then be brought together and the double cord tied in a loop-knot close up

against the label. After this has been done, the bag should be tied with a "clove-hitch" as explained in the following sketches:-

THE "CLOVE-HITCH".



The cord should be passed twice round the neck of the bag as shown in sketches 1 and 2.



The ends should then be crossed as in sketch 3 and the end marked "B" passed between the cord and the bag as in sketch 4. One end should then be taken in each hand and the cord pulled as tight as possible, a small piece of paper being previously placed under the "clove-hitch". A single knot should then be tied and the seal impressed on sealing-wax applied over the knot. Care should be taken that the knot over the "clove-hitch" and the loop-knot of the label do not come too close together, as the sealing-wax is to be applied only over the former. The impression of the seal should be clear and complete, and this can be secured only by pressing the seal hard down on the wax and keeping it there till the wax gets cold. Only enough sealing-wax should be used to obtain a distinct impression, as the use of too great a quantity facilitates tampering. Both ends of the cord to the bag should be cut

close to the single knot over the " clove-hitch " before the sealing-wax is applied.

NOTE 1.—If the bag is provided with side loops, both rounds of the cord should be passed through one of them.

NOTE 2.—In cases where small tin seal-holders are used under the orders of the Head of the Circle, both rounds of the cord should be passed through the holes of the seal-holder and tied *inside* the seal-holder by means of the " clove-hitch " and single knot. In such cases, it will of course not be necessary to place a piece of paper under the knot.

(2) Where *lead seals* are used, the cord should first be drawn round the neck of the bag and tightened: the ends should then be tied in a knot close below the seal to prevent the cord from getting slack during the process of sealing. The seal should next be made fast by means of the scaler and the label should be securely tied to the bag with the loose ends of the cord projecting through the seal.

(3) Only bags which are in every respect sound and strong should be used.

131. Supply of stamped tag labels.—Every post office will be supplied periodically by the post offices and by the record offices of sections which receive mails from it with a sufficient number of tag labels impressed with the label name-stamps of the post offices and sections *in black ink*. Similarly, it should supply periodically to the post offices and to the record offices of sections which make up bags for it, a sufficient number of tag labels impressed *in black ink* by means of its label name-stamp.

132. Tin seal-holders.—(1) Tin seal-holders are used on all insured bags despatched, and the Head of the Circle will prescribe in what other cases such seal-holders should be used by offices and sections to afford protection to *war* seals on bags. Ordinarily, the seal-holders will be required only for large and heavy bags containing letter or parcel mails.

(2) When a tin seal-holder is received with a bag, it should be kept with the empty bag and re-used with the bag, if the bag is used for the despatch of mails, or returned with the bag, if the bag is returned as surplus.

133. Due despatch of registered bags.—(1) A registered bag should be placed in every mail bag despatched, except " plural " and " extra " mail bags.

(2) Registered bags for despatch should be handed by the registration clerk in post offices, and the registration sorter in sorting sections and sorting mail offices, to the sorting clerk or head sorter, as the case may be, who should examine the bags, grant receipts for them in the registered abstract and place each of them himself in the proper mail bag. If there are no registered articles for despatch to the office or section for which a mail bag is made

up, and unsealed empty registered bag should be made over to the sorting clerk or head sorter for inclusion in the mail bag. In such cases, the empty bag should be folded and a blank registered list with the word "Nil" written on it in the place for the total and duly signed should be tied with it in such a manner that the word "Nil" can be readily seen. The sorting clerk or head sorter should examine the list to see that it bears the word "Nil" in the place mentioned above and the signature of the registration clerk or sorter.

134. Preparation and disposal of special bags.—(1) If any orders are received regarding special bags in a post office, mail office or section, the postmaster or head sorter, as the case may be, should communicate them to the officials concerned and see that they are correctly understood and promptly carried out. If a special bag accompanied by a special mail list is received, it must be shown at once, by day or night, to the postmaster or, in the R. M. S., taken charge of by the head sorter. If a special bag is made up for despatch, a special mail list should, if prescribed, be prepared in post offices by the mail clerk and in mail offices and sections by the head sorter, and handed with the special bag to the carrier who should be required to sign the duplicate of the list. Forward special bags accompanied by special mail lists should be similarly dealt with. The postmaster or head sorter is personally responsible for the safe custody and the prompt and correct delivery or despatch of special bags and is required to sign the special mail lists.

(2) When delivery of a special bag is made either by or through a post office or direct by a R. M. S. section or mail office, it is the duty of the postmaster or the head sorter, as the case may be, to see that a receipt for the bag is taken on the mail list, that the empty bag is recovered, that the registered list contained in the bag is obtained, and that the list is signed by or on behalf of the officer concerned in token of receipt of the registered articles detailed in it. The mail list and registered list should be filed in post offices with the ordinary daily bundle, and in the R. M. S., with the work-papers of the set which delivered the special bag. The empty bag should be returned to the post office, or to the record office of the section or mail office, which closed the bag.

NOTE.—The instructions in paragraph (2) apply also to supervising officers in respect of special bags delivered by them.

135. Limit of weight of mails.—(1) The weight to be carried by each letter mail runner on a main line should not ordinarily exceed 15 seers; but in special localities where the country to be traversed is of a hilly or otherwise difficult nature, or where the speed of the mail is of importance, a lower limit may be fixed by the Postmaster-General.

(2) In the case of parcel mails conveyed by special parcel runners, the weight of each parcel bag should not exceed 15 seers, and the weight to be carried by each man should not exceed 30 seers. This is the

maximum weight, but a lower limit may be prescribed by the Postmaster-General on lines which traverse hilly or difficult country, or where other circumstances render it impracticable for runners to travel with heavy loads.

(3) The maximum limit of weight for a parcel bag conveyed by the Railway Mail Service is one maund, but a lower limit may be fixed in special cases by the Deputy Postmaster-General.

136. Supply of due mail and sorting lists.—(1) The due mail and sorting list consists of (i) the due mail list of receipts and despatches, (ii) the letter mail sorting list and (iii) the registered and parcel mail sorting list, in three separate parts each of which can ordinarily be printed or prepared in manuscript, as the case may require, on a single page of the prescribed form,—the lists for the Out and In trips of sections being kept separate. These lists are prepared and supplied as follows:—

- (a) For post offices in direct communication with the R. M. S. and for sorting sections and sorting mail offices—By the Deputy Postmaster-General, R. M. S., the lists for post offices being prepared in manuscript and supplied direct to each office and those for sections and mail offices being printed and supplied to the Superintendents concerned for their own use and for distribution to inspectors, record clerks, officials in charge of sets and individual sorters. One copy of the sorting list for a post office is also supplied to the Postmaster-General and the Superintendent of post offices concerned and one copy of the list for a section or mail office to each of the other Deputy Postmaster-General and to each Postmaster-General having under him post offices in communication with that section or office.
- (b) For first class head offices not in direct communication with the R. M. S.—By the Postmaster-General, in manuscript.
- (c) For post offices under the control of a first class postmaster other than those in direct communication with the R. M. S.—By the first class postmaster, in manuscript.
- (d) For all other post offices not in direct communication with the R. M. S.—By the Superintendent of post offices, in manuscript.
- (e) For transit sections and transit mail offices—by the Superintendent, R. M. S., in manuscript.

(2) Village sorting lists are supplied to head and sub-offices by the Superintendent and to branch offices by the inspector.

137. Changes in due mail and sorting lists.—(1) The head postmaster or record clerk, as the case may be, should bring to the notice of the officer by whom the list was supplied, any alterations (whether

affecting his own office or an office or section under it or any other office or section) in sorting or transit arrangements that may appear to be necessary or desirable, owing to alterations in Railway time-tables or similar causes. When the transmission of articles can be expedited by adopting a new route or by exchanging mails with offices or sections not already shown in the due mail list, the change should be proposed for consideration. If the change is approved, a sorting order prescribing the alterations to be made in the due mail and sorting list will be issued, or, if the alterations are extensive, the offices or sections concerned will be furnished with revised lists. In head offices, when a proposal requiring the orders of the Postmaster-General or the Deputy Postmaster-General, R. M. S., concerns any post office or mail line under the control of the Superintendent, it must be submitted through the latter officer; and if it affects the village sorting list of a branch office, it should be brought to the notice of the inspector by whom the list was supplied. In sub-offices, all suggestions should be made to the Superintendent, those affecting the village sorting list of a branch office being also brought to the notice of the inspector concerned.

(2) When a sorting order prescribing alterations in a due mail and sorting list is received from the Postmaster-General, the Deputy Postmaster-General or the Superintendent, each postal or R. M. S. official to whom or for whose office the list was supplied should make the required corrections in it neatly and, wherever possible, in ink. The list belonging to a set should be corrected by the record clerk concerned who should explain the changes to the sorters of the set and require them to initial the order in evidence of their having thoroughly understood it, and should also, if necessary, see that the work-papers are prepared in accordance with the changes prescribed. The official making the corrections should also enter the No. and date of the sorting order, followed by his initials and the date, in the page for "Certificate of correction" attached to the list. Sorting orders should be filed in separate bundles. In record offices, the weekly sorting orders and A. orders for each year should be filed separately in a guard book in the consecutive order of their Nos.

(3) Except in urgent cases, effect will be given to alteration in due mail and sorting lists from the beginning of a quarter.

133. Examination and opening of bags.—Every bag received in a post office, mail office or section from another office or section, or received in one department of an office from another, must be carefully examined to see that it is in good condition, that the cord with which it is tied and the seal or seals, as well as the lock, if any, are intact and that none of them bear any signs of having been damaged or tampered with.

(2) Bags addressed to the office or section, which are found to be in good condition, should be opened one at a time. In cutting the cord to open a bag, care must be taken not to damage the seal or seals which, with the label, cord and lock, if any, should be preserved until it has been ascertained that the contents of the bag are correct. The official who is responsible for the opening of a bag is also responsible for its examination.

139. Bags to be turned inside out.—So long as bags are not in actual use, they should be kept reversed, *i.e.*, turned inside out. In every case, after a bag has been opened and emptied of its contents, it should be turned inside out and carefully examined to see that none of the contents remain in it.

140. Treatment of missent and misdirected articles of the unregistered letter mail and labelled bundles.—(1) When a missent or misdirected article is received in sorting, the sorting clerk or assistant sorter should make a note of the irregularity in the error book or note-book, as the case may be, and obtain the postmaster's or head sorter's initials to the entry. He should also, in the case of a misdirected article, substitute neatly in English in red ink (or in blue pencil, in the case of R. M. S. section), the correct name of the office of destination for the incorrect name. If the wrong vernacular entry was underlined by the office of posting, he should strike out the line and underline the correct entry, *i.e.*, the entry of the office of destination in vernacular. The missent or misdirected article should be despatched to its proper destination by first mail.

(2) When a missent or misdirected labelled bundle is received in sorting, the irregularity should be noted by the official concerned in the manner prescribed above. The contents of the bundle should not, however, be stamped but should be sent forward with a fresh check-slip. The original check-slip should be endorsed on the back with the remark "Bundle missent by (*name of office or section*)" or "Bundle mislabelled", as the case may be, and the slip disposed of in the usual course.

(3) When a missent or misdirected article or labelled bundle is found among the station articles, the delivery clerk should put it aside until the distribution is over. The article or bundle should then be dealt with in the manner prescribed in the preceding paragraphs in respect of those received in sorting except that it should be transferred to the deposit department for further disposal.

141. Disposal of check-slips.—Check-slips tied to the top of labelled bundles should be disposed of as follows by the office or section which opens the bundles:—

- (a) when a labelled bundle contains no missent articles, the check-slip received with it should forthwith be destroyed:

- (b) when a labelled bundle is found to contain any missent articles, particulars of such articles—i.e., the number of missent articles for each post-town of destination with the name of that post-town—should be clearly entered on the reverse of the check-slip which should also be impressed with the date stamp. In post offices, the entries should then be signed by the official in charge of the delivery department or the sorting department, as the case may be, and the check-slip forwarded by first mail in a service envelope addressed to the supervising officer of the despatching office or section; while in the R. M. S., the entries should be signed by the head sorter and the check-slip attached to his daily report.

142. Mails received damaged or tampered with.—If any portion of the mail received in a post office, mail office or section is in any way damaged or if the condition of any bag, fastening or seal creates suspicion that it has been tampered with, or if any bag is missing, the mail clerk or other official concerned must bring the matter at once (by day or night) to the notice of the postmaster or head sorter, as the case may be, who should take immediate action in accordance with the rules relating to Investigations. The responsibility of the postmaster or head sorter commences as soon as the matter comes to his notice.

143. Preservation of seals and bags.—(1) When a loss occurs or is suspected, or a bag is received damaged, all seals and fastenings, envelopes and covers with seals, etc., should be carefully preserved in a tin case, which can be obtained or made locally, and the articles should always be forwarded in the case when sent through the post, so as to prevent their being damaged in transit. The bags too should always be preserved, after being initialed and dated by the postmaster, head sorter or mail agent, as the case may be, for future identification.

(2) In the case of parcels received in a wicker basket, the basket should be preserved only if it is obvious that it was forced open, or if it is damaged to such an extent as to admit of any of its contents being abstracted. In such cases, the basket should be marked for future identification.

144. Important irregularities to be reported by telegraph.—If any of the following irregularities occur, viz.:—

- (a) a due bag not received, or one or more bags received missent or a mail bag stolen, lost or destroyed by fire, etc.;
- (b) a bag entered in a mail list, but not received, or one or more bags received in excess of the number entered in a mail list;
- (c) a mail, registered or parcel list (when prescribed) not received or received missent;

- (d) a daily account or s.o. slip not received by a post office;
- (e) a mail, registered, or parcel list, received with any correction made in it, but not attested, or any such list received with a wrong total entered, or without entry of the total, or with the total corrected, whether the correction be attested or not;
- (f) a registered article of the letter or parcel mail entered in a registered or parcel list, but not received, or any such article received in excess of the number entered in a list;
- (g) an insured article entered in a registered or parcel list not received, but an article bearing a different No. received instead;
- (h) a registered or insured bundle entered in a registered list not received; or such a bundle bearing a different No. received instead;
- (i) the total number of registered or insured bundles entered in a registered list not received or a registered or insured bundle received in excess of the total number entered in a registered list;
- (j) the total number of ordinary unregistered parcels invoiced in a parcel list not received, or an unregistered parcel or parcels received in excess of the total number entered in a parcel list;
- (k) an insured letter or parcel entered in a registered or parcel list but not received, or an insured article or insured bundle received damaged or bearing signs of having been tampered with or the weight of any such article or bundle received in a post office, mail office or stationary sorting office differs from that noted on the article or bundle;
- (l) a money order received in a post office with a discrepancy of Rs. 10 or more between the amounts entered by remitter and office of issue, or a money order received without having been signed by the issuing postmaster, or not bearing the prescribed postmarks, or affording any other reason to suspect its genuineness;
- (m) a money order lost by a post office before payment;
- (n) a t. m. o. advice received in a post office but no corresponding postal confirmation, or a postal confirmation received but not the t.m.o. advice to which it relates;
- (o) a remittance of cash advised not received in a post office or an amount received short or in excess of the sum advised;
- (p) absence of a carrier (mail peon, postman, mail agent, etc.) appointed to exchange mails with a R. M. S. section;

an immediate report should be made by telegraph, if possible, in accordance with the instructions in the *Telegraphic Message Code*, by the postmaster or the official in charge of the R. M. S. set concerned to the despatching office or, if the despatching office is a section, to its record office. In the case of irregularities coming under a clauses (k) and (o), a similar report should also be made to the Postmaster-General concerned, if the office committing the irregularity is a first class head office or, otherwise, to the Superintendent of post offices. In the case of any of the other irregularities mentioned above, a copy of the telegraphic report should be sent by post to the Postmaster-General or Superintendent of post offices, as the case may be, when the despatching office is a post office, or to the Superintendent of R. M. S. concerned, when the despatching office is a R. M. S. office or section. In every case, a note of the irregularity should be made by post office in the error book or by a R. M. S. set in its note-book for subsequent mention in the daily report.

NOTE 1.—When a post office or mail office happens to be in the same station as the officer to whom an irregularity has to be reported, the telegraph should not be used if it is practicable to employ other means of communication without extra expense or loss of time.

NOTE 2.—In cases where non-receipt of an article or document has been communicated by telegraph, its subsequent receipt or discovery should also be communicated to the officers concerned, by telegraph, as soon as it is received or traced.

NOTE 3.—Should an overseer, runner or village postman report to a post office any damage to a telegraph line, an immediate report of the nature and position of the accident should be made to the nearest telegraph office by service postcard or otherwise. Combined offices should be guided in such cases by the rules for such offices in the *Posts and Telegraphs Manual*, Volume VI.

NOTE 4.—If a mail bag is lost, stolen, destroyed by fire, etc., a report should be sent by telegraph, if possible, in accordance with the instructions in the *Telegraphic Message Code*, to the Superintendent of the Division within whose jurisdiction the loss occurs.

145. Record of irregularities.—(1) Each post office and, in the larger post offices, each department of the office should keep an error book in the prescribed form, while each sorter in the R. M. S. should keep a similar book called the rough note-book. Every irregularity, serious or petty, committed by any member of the establishment of an office or section or noticed to have been committed by any other office or section in connection with the preparation, receipt or despatch of mails or any other postal duties or any articles or documents relating thereto, should be recorded at the time, as briefly as possible, in one or other of these books by the official noticing the irregularity, special care being taken to bring to notice by this means, cases of missending and misdirection of articles.

NOTE.—In the R. M. S., the rough note-book should also be used for the purpose of recording unusual incidents noticed and the entries in the books should subsequently be used by the head sorter in writing up the daily report of the set concerned.

(2) Entries in these books should be initialed by the officials by whom they are made. An entry made by a clerk or sorter must also be initialed by the postmaster or head sorter, as the case may be.

(3) In cases in which a report is required to be made to the Head of the Circle, Superintendent or inspector, the No. and date of the report should be noted in the error book. In other cases, no report need be made; the entry in the book will be sufficient evidence that the irregularity was noticed by the postmaster.

NOTE —Reports against the R. M. S. should contain, in addition to the name of the section or mail office, the No. of the set concerned which can be ascertained from the name-stamp of the section or mail office impressed on the registered list or any other document received.

(4) Extracts from error books and unimportant reports of a similar nature, concerning irregularities committed by sorters of the R. M. S. and by head sub and branch post offices may be sent by postmasters direct to the Superintendents of post offices or R. M. S. concerned, whether in the same Division or Circle or not. This does not apply to cases where a special report to a specified officer is prescribed.

NOTE —In a sub-office, all those items which, in head offices, are entered in the postmaster's order book, must be recorded in the error book. If the sub-postmaster is not in the selection grade, a record must also be kept in the error book of all complaints made by the public and the original complaints should, after acknowledgment, be sent to the Superintendent with any remarks that may be considered necessary.

146. Facsimile impressions of signature.—In all cases where, under the rules of the Department, a person is required to sign a receipt or an acknowledgment for a postal article delivered, or to affix his signature to any other document in connection with the posting or delivery of a postal article, or to a postal article itself, the facsimile impression of his signature on the document or article, made by means of a stamp, should be accepted as a sufficient compliance with the rule; provided, of course, that there is no reason to suspect that the stamp has been misused.

EXCEPTION —This rule does not apply to the signing of documents by postal officials in their official capacity. Facsimile stamps for such a purpose are not allowed.

147. Applications for interception of letters.—Applications are sometimes made by the public for the interception of articles passing in sorting, and the applicants should in such cases be informed that, without the orders of the Head of the Circle, their requests cannot be complied with. Compliance with such requests militates against the proper working of the Department, and should therefore be refused except in very special cases. Applicants should also be informed that, as a general rule, an application to intercept letters will not be granted unless it furnishes the names of the offices of posting of the articles, or if it refers to letters expected by more than one mail, or unless very strong reasons are given to justify it. But nothing in this rule

shall be held to affect correspondence addressed to the "Camp" (or other prescribed address with no post-town) of high officers on tour, the disposal of which is governed by the special rules on the subject.

148. Return to senders of articles posted.—(1) The conditions under which an article posted may be recalled by the sender are contained in the *Post and Telegraph Guide*.

(2) When an application for the recall of an article is received by a post office the procedure described below should be followed:—

(a) The prescribed fee of Re. 1 should be taken from the applicant and converted into postage stamps which should then be affixed to the application and obliterated with the date-stamp of the office. Unless the officer in charge of the post office which receives the application is a first class postmaster, he should submit it, without delay, to the first class postmaster or Superintendent to whom he is subordinate for orders with a statement that he is satisfied that the applicant is the sender of the article or an agent authorised by the sender in this behalf, and that postage stamps in payment of the fee of Re. 1 have been affixed to the application. If he is a first class postmaster, he should dispose of the application himself.

(b) If the article is in the office, the postmaster should immediately take possession of it and place it in a cover superscribed "Recalled article addressed to (name and address). Sanction applied for on (date)". If the article has already been despatched, the postmaster should at once ask the office of destination or, in the case of a foreign registered article, the office of foreign exchange not to deliver the article to the addressee or send it on to destination. In making such requests, care should be taken to communicate full particulars of the article, to enable it to be correctly identified in the office of destination or office of foreign exchange.

(c) On receipt of sanction from the first class postmaster or Superintendent to return the article to the sender, the postmaster should, if the article is in his office, have it delivered under receipt to the sender or to some person authorised in this behalf by the sender in writing. In the case of a registered article, the sender's receipt should be taken on a copy of the form of receipt ordinarily signed by the addressees of such an article. The original receipt granted to the sender for the article when it was posted should be taken back and filed with the other receipt.

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- (d) If the article is not in the office when the sanction is received, the postmaster should immediately ask the office of destination or office of foreign exchange, as the case may be, to return the article, citing the previous correspondence on the subject.
 - (e) The office of destination or of foreign exchange should immediately on receipt of such a request send back the article with a forwarding letter, enclosed in a service registered cover, which should be addressed to the postmaster of the office of posting. If the article is a registered one, the cover in which it is placed should not be separately registered but the No. and date of the registered article should be noted on the cover, which should be treated merely as a protecting cover and should be addressed as above.
 - (f) When the article is received back in the office of posting, it should be delivered to the sender or his authorised agent in the manner described in clause (c).
 - (g) The applications for the recall of articles with the fee converted into postage stamps and affixed to them should be kept on record for a year and then destroyed.
- (3) In the R. M. S., applications for the recall of articles should be dealt with in accordance with the following procedure:—
- (a) In the case of a mail office, the head sorter or mail agent should forward the application from the sender together with the statement of the reasons showing why re-delivery is sought and the prescribed fee of one rupee, to the local postmaster for disposal in accordance with the above instructions and at the same time, report that he is satisfied that the applicant is the sender of the article or an agent authorised by the sender in this behalf. If the article is in the office, it should be sent in a cover superscribed "Recalled article addressed to (*name and address*)" along with the documents mentioned above. If the article has already been despatched, the head sorter or mail agent should at once address the office of destination or of foreign exchange, as the case may be, in the manner prescribed above for postmasters. He should at the same time intimate that this has been done to the postmaster to whom the application is sent. The applicant should be informed of the action taken and advised to address further communications on the subject to the postmaster concerned.
 - (b) In a section, the head sorter or mail guard should similarly send the documents with the fee in a cover addressed to the postmaster of the next head or sub-office for which

a mail bag is closed. The cover should be sealed and entered in the registered list, in the case of a sorting section and in the mail list, in the case of a transit section.

(c) In every case, the matter should be mentioned in the daily report.

(4) All or any of the references required to be made under this rule may be made by telegraph, provided the sender defrays the cost of the telegrams.

(5) An unregistered article of the foreign mail cannot be recalled and no fee is required for the recall of an official article.

EXCEPTION.—A request from a Government or a Local Administration to recall a foreign official unregistered article which has not passed beyond the jurisdiction of the Indian Post Office should, if possible, be complied with.

149. Director-General's circulars. (1) Circulars are ordinarily issued by the Director-General once a week, but if in any week there is no material for a circular, none is issued that week.

(2) Every circular issued from the Director-General's office will bear a No. from a consecutive annual series of Nos. and the pages are also numbered in a consecutive series throughout the year. Each item of the circular will bear in heavy type, at the upper right hand corner, the name of the department which it concerns. Items which relate to miscellaneous matters, or which concern more than one department, will be headed "General File".

(3) In the case of postal officials, circulars will be sent direct to head postmasters for their own offices and for distribution to supervising officers, sub-postmasters and branch postmasters. Head offices will be supplied by the Postmaster-General with a distribution list showing the number of copies to be supplied to the different classes of officers mentioned above and the number to be retained for office use. In post offices, the circulars should be distributed among the different officials and filed in accordance with the following instructions:—

- (a) Presidency offices and other large head offices selected by the Postmaster-General will be supplied with a copy of every circular for the postmaster, each of the Deputy and Assistant postmasters and for the clerk in charge of each department. For other head offices, a copy will be supplied only to the postmaster and to each of the Deputy and Assistant postmasters or to head clerk if there is no Deputy or Assistant postmaster in the office.
- (b) Each set of circulars should be kept in a guard-book, that for the postmaster being inscribed "General File".
- (c) Immediately on receipt of supplies, a copy of every circular should be made over to each Deputy and Assistant postmaster or the head clerk who will have it filed in the guard-book kept by him. *The copy for the "General File"*

should, after it has been signed at the foot by his subordinates, be made over by the head postmaster to the deputy postmaster or head clerk, as the case may be, who will file it in the guard-book for the "General File" and will be responsible for keeping the book complete and in good order.

- (d) Guard-books containing circulars should be kept on the tables of officers concerned, so that they may always be accessible to themselves or to other officials of the office who may desire to refer to them.
- (e) The head postmaster should satisfy himself, by periodical examination of the general guard-book and of the departmental guard-books, if any, maintained by head clerks, that each is complete and up-to-date.
- (f) Whenever the official responsible for the maintenance of a circular guard-book is for any reason relieved of his duties, he must make it over to his successor in the presence of the head postmaster, who should make a note of the transaction in the postmaster's order book.
- (g) For sub-offices; ordinarily only one copy of each circular will be supplied and all the circulars received by each office should be kept together in a single guard-book after being signed by the sub-postmaster and the other officials of the office.

(4) In the case of R. M. S. officials, copies of circulars will be sent direct to Superintendents for their own office and for distribution to inspectors, record clerks and sub-record clerks in the Division.

(5) Postal notices will be issued apart from, and not as annexures to, the Director-General's circulars; and, except in the case of certain large head offices selected by Postmaster-General, only two copies of each such notice will be supplied to a post office, one for exhibition on the office notice-board and the other for record. To each mail office, only one copy of the notice will be supplied for exhibition on the office notice-board.

150. Postal notices and advertisements.—(1) It is the duty of the postmaster or the official in charge of a mail office to see that every postal notice received is affixed without delay to the notice-board, and that, in the case of post offices, the spare copies (if any) received for circulation are circulated by the postmen for the information of the public. It is also his duty to see that all notices and advertisements are removed directly they become obsolete, and that any revised notices or advertisements received are at once substituted. The notice-board, headed with the words "Postal Notices", should be hung in a conspicuous place in the verandah or outside the office, but in such a position that the notices will not be exposed to wind or rain.

(2) Revised editions of the *Post and Telegraph Guide*, for sale to the public, will be received by head offices and selected sub-offices and mail offices from the Stock Dépôt accompanied with printed advertisements which should be affixed to the notice-board.

151. Explanation of rules and circulars.—The postmaster or record clerk, as the case may be, must satisfy himself that the rules are understood by the officials of or attached to his office, and he is expected to take pains to instruct them regarding any points on which they are not clear, particularly when changes are ordered. On receipt of a circular or general letter, the postmaster or record clerk must explain its meaning to the officials mentioned above and then require each one of them to place his signature below the following certificate which should be written on the circular or general letter if it is not already printed thereon: “This ^{circular} _{general letter} has been thoroughly explained to me by the ^{postmaster} _{record clerk}, and I perfectly understand its meaning.” The circular should then be initialed by the postmaster or record clerk and filed.

NOTE.—If any sorter, mail guard, van peon or porter is precluded by his duties from attending the record office during its hours of work, the head sorter or the inspector must explain the meaning of the circular or general letter to him and obtain his initials thereon, the certificate referred to above being modified accordingly. The head sorter or the inspector should also initial the circular or general letter in token of having explained it to the official concerned.

152. Production of records before Police or Excise officer.—(1) Records of a post office or mail office should be produced, and information available in them should be given, on the written order of any police officer who is making an investigation under the Criminal Procedure Code, or of any Excise officer empowered by a local Government or Administration to investigate offences punishable under any Excise Act, but only those entries in the records should be disclosed which relate to the person or persons charged with the offence under investigation or which are relevant to that offence. In any other case, the official in charge of the office should, without delay, refer for orders to the Head of the Circle, who will decide whether or not, under section 124 of the Indian Evidence Act, I of 1872, the information asked for should be withheld.

(2) When the information asked for by a police or an Excise officer is not available in the records of the office concerned, the police or the Excise officer should be informed accordingly, irrespective of the question whether the information, if available, might or might not be given.

EXCEPTION.—This rule does not apply to the production of telegraph message drafts which should only be produced under the rules on the subject in the *Posts and Telegraphs Manual*, Volume XI.

153. Circulars relating to lotteries.—(1) The following explanations and instructions are laid down for the information and guidance of the officials concerned in discriminating between articles which are, and those which are not, “circulars relating to lotteries” within the meaning of rule 37 of the Indian Post Office Rules under the Post Office Act.

(2) The law on the subject of lotteries is thus laid down in section 294A of the *Indian Penal Code*:—

294A. Whoever keeps any office or place for the purpose of drawing any lottery not authorised by Government shall be punished with imprisonment of either description for a term which may extend to six months, or with fine or with both;

And whoever publishes any proposal to pay any sum or to deliver any goods, or to do or forbear doing anything for the benefit of any person, on any event or contingency relative or applicable to the drawing of any ticket, lot, number or figure in any such lottery, shall be punished with fine which may extend to one thousand rupees;

and the rule of the Indian Post Office Rules referred to above, which has the force of law, prohibits the transmission by post of circulars relating to lotteries and directs the interception and return to the senders of postal articles which are actually found, in course of transmission by post, to contain such circulars.

(3) A lottery has been defined to be a distribution of prizes by lot or chance, and any scheme or transaction in which *chance* forms part of the consideration bargained for, is *prima facie* a lottery, irrespective of whether the transaction is genuine, or where or by whom it is carried on. This definition includes lotteries and raffles of all kinds, schemes for investment in what are known as “Premium bonds”, and the like.

(4) As to what constitutes a *circular* relating to a lottery, any paper, pamphlet, etc., which contains a notice, announcement, or advertisement mentioning the terms, conditions, or other particulars concerning a lottery, and is used with the intention of advertising a lottery, should be regarded as a circular relating to the lottery. As an exception to this general rule, a newspaper or other periodical, with the offending advertisement appearing in the *body* of the paper, should not be so regarded, provided that the paper is distributed in its ordinary form and in the ordinary course of business.

NOTE.—A premium bond or a letter, report or other communication addressed to the holder of a premium bond in regard to prizes drawn by him is not a circular relating to a lottery.

(5) The following examples illustrate the application of the rule mentioned in the preceding paragraph:—

- (a) A pamphlet containing an advertisement regarding a lottery is a circular relating to the lottery.
- (b) A supplement to a newspaper not ordinarily attached to or used in conjunction with the paper, which contains any such advertisement, is *prima facie* a circular relating to a lottery, whether distributed as an enclosure to the newspaper or as a separate article. In the former case, the newspaper itself is liable to be intercepted and returned to the sender.
- (c) When an advertisement of the kind referred to appears in the body of a newspaper, and the newspaper is distributed by the printers, publishers or newsvendors in the ordinary form and in the ordinary course of business, it is *not* a circular relating to a lottery. If, however, a newspaper containing such an advertisement is distributed with the primary object of announcing such advertisement, it is a circular relating to a lottery, irrespective of whether the advertisement appears in the body of the paper or on a supplement accompanying it.
- (d) A lottery ticket or a raffle ticket, or a book of such tickets, is a circular relating to a lottery, if it contains or is accompanied by a communication or advertisement of any kind relating to the transaction. Without such communication or advertisement, the ticket or book is presumably *not* a circular relating to a lottery.

154. Postage stamps, coins and other articles of value found in a letter-box or on a counter.—(1) When postage stamps are found loose in a letter-box, endeavour should be made to identify the articles from which it is probable that they were detached, and failing identification, the postage stamps should be defaced after being affixed to the error book, in the case of post offices or to the daily report of the set, in the case of sections and mail offices. If any empty unused envelope with postage stamp or stamps affixed to it is found in a letter-box or on a post office counter, the portion of the envelope bearing the stamp or stamps should be cut off and pasted to a page of the error book, in the case of post offices and to the daily report, in the case of R. M. S. offices and the stamp or stamps defaced. If any unused post-card, empty unused embossed envelope, stamp booklet, currency note or current coin is found in a letter-box or on a counter, it should be shown

to the postmaster and its value credited to "Unclassified receipts". In the R. M. S., the article should be forwarded with its description with the daily report of the set concerned, and the record clerk should then transfer it under receipt to the local postmaster for disposal in the manner mentioned above. Other coins and articles of value so found should be made over or forwarded to the postmaster in accordance with the procedure described above, and if they cannot be brought to credit at once, they should be kept in his personal custody and orders regarding their disposal obtained from the Postmaster-General.

(2) All applications from the public for the return of articles of the kind mentioned above or for a refund of their value should be submitted for orders to the Postmaster-General with a report of the facts of the case, either direct, in the case of post offices or through the Deputy Postmaster-General, in the case of the R. M. S.

155. Half-yearly enumeration returns.—(1) During the second week of the months of February and August of each year, *i.e.*, from the 8th to the 14th, both days inclusive, an enumeration must be made daily by each postmaster of the number of ordinary unregistered articles of the letter mail given out for delivery to the postmen and village postmen and from the window. A similar enumeration should be made by each head sorter, R. M. S., of the number of such articles delivered by him on each of these days without the intervention of a post office. The different classes of *postal and telegraph service articles* of the unregistered letter mail should also be counted separately, and the total number of articles of each class should be shown in the enumeration return against the appropriate head. Full instructions for the preparation of the return are given in the form prescribed for the purpose.

NOTE.—Articles enclosed in District officers' post bags should be taken into account and included in the returns of the offices making up such bags.

(2) In post offices, a copy of the return should be forwarded by the mail of the 15th (a) to the Postmaster-General by each head office and (b) to its head office by each sub-office. The returns of subordinate offices should be forwarded, *as they are received*, to the Postmaster-General or to the head office, as the case may require.

(3) In the R. M. S., two copies of the return should be filled in by sorting mail offices. One copy should be filed with the work-papers of the office and the other sent to the Deputy Postmaster-General. Each set of a sorting section should submit the original enumeration return to its record office along with its work-papers for each trip, and at the close of the enumeration period, the record clerk should prepare from these enumeration returns a consolidated enumeration return in duplicate for each section, filing the original in his office and forwarding the duplicate to the Deputy Postmaster-General.

(4) The statistics of the Department are compiled from these returns, and the value of the enumeration depends upon the intelligence and accuracy with which it is made. Postmasters and head sorters are, therefore, required to give personal attention to this work.

156. Arrangement and inspection of records.—(1) The records of an office must be arranged systematically in almirahs or on shelves, the records of each class of business being kept separate. Books, accounts, journals, bundles of lists, etc., should be labelled with the name of the month and year, and the almirahs or shelves containing them, with the names of the books and documents which they hold. The work-papers of each section should be kept separate and the almirahs or shelves containing them should be labelled with the names of the sections the work-papers of which they hold.

(2) Circulars and general letters should be filed in convenient-sized guard-books, care being taken to correct or cancel previous circulars and general letters, when necessary, on receipt of subsequent ones.

(3) The postmaster or record clerk should, at the beginning of each month, inspect the records of the office and see that they are kept and arranged in accordance with the rules. All records which are to be destroyed should be torn up in the presence of the postmaster or record clerk who should sell them as waste paper to the best advantage as speedily as possible, the previous sanction of the Superintendent being obtained by record clerks. The sale proceeds should, in the case of post offices, be credited to "unclassified receipts" and in the case of record offices, be paid in to the local post office like other miscellaneous receipts.

157. Office order book.—(1) Every post office or record office must keep an order book in the prescribed form in which inspecting officers will record their remarks and orders. The postmaster or record clerk is personally responsible that any action required on the part of his office establishment by the remarks or orders of inspecting officers is promptly taken, and he should without delay take any action that may be required on his own part.

(2) The order book must be kept in the personal custody of the postmaster or record clerk who should see that it does not get damaged. Each order book has 200 serially numbered pages. The wilful removal of a page from an order book will be regarded as a serious offence and render the offender liable to dismissal.

NOTE 1.—In the case of a combined office, when remarks are written by a telegraph officer in the visiting book, a copy of the remarks should be sent at once by the postmaster to the Superintendent of post offices for information. This does not apply to first class head offices.

NOTE 2.—An office which is a sub record office, and therefore a mail office as well, should keep only one order book in which will be recorded the remarks and orders passed on the office in both of its capacities, those relating to it in each capacity being headed, respectively, "As sub record office" and "As mail office".

158. Protection of establishments from plague.—In order to protect the establishments of post offices and R. M. S. from plague as far as possible, the following procedure should be carefully observed:—

- (a) In the case of offices in small towns and villages, when dead rats have been found in the office building during an epidemic of plague, the official in charge should remove himself and the whole office from it immediately and even have a hut constructed for the office, if necessary, without waiting for previous sanction from higher authority which should be applied for as soon as possible.
- (b) In the case of offices in large towns where it is not possible to vacate the infected building and remove the office to another building or into tents or to construct a temporary hut for its accommodation at a moment's notice, the official in charge is allowed discretion to make the most suitable arrangements practicable until he can obtain orders from higher authority. If orders can be obtained without any delay (as in the case of town sub-offices) they should be applied for at once before taking any action, and it will be the duty of the higher authority, on receipt of a report that dead rats have been found in such an office building, to give his immediate attention to the matter and to issue clear orders on the subject and take all practicable measures at once.

NOTE.—In the R M S, the Superintendent or the Head of the Circle may at his discretion, order the removal of a rest house or mail office from a plague-infected area to some other station

159. Transmission by post of office files for and from certain high officers of Government while on tour.—(1) When any of the officers named below is on tour, office files for and from him will be transmitted through the post in leather pouches, which will be posted, *as official registered parcels*, by his office at his headquarters station or by his camp office at the post office of the place where he may be:—

- (a) The Hon'ble Member of Council in charge of the Department of Industries and Labour.
- (b) The Hon'ble Member of Council in charge of the Finance Department.
- (c) His Excellency the Governor of the United Provinces.
- (d) His Excellency the Governor of the Punjab.
- (e) The Chief Commissioner of Railways.

The pouches will bear two labels, namely (i) an address label, showing the addressee's name and address, and (ii) a tagged label in the following form:—

<i>To be forwarded loose with letter Mail.</i> SPECIAL BAG To (post-town of destination)

The postage on the pouch will be prepaid by means of service postage stamps affixed to the address label and, to save trouble, Rs. 3-14-0 will be prepaid in every instance, that is, the chargeable weight will be assumed always to be 600 tolas, on which weight Rs. 3-12-0 postage, plus a registration fee of 2 annas, is due

(2) The post office at which a pouch is posted—and these pouches may be posted at any post office—should deal with it as follows:—

- (a) The pouch should be received and booked in the usual way, as a fully prepaid official registered parcel.
- (b) The date-stamp of the office should be impressed in the space provided for the purpose on the tagged label, and it should be seen that the post-town of destination has been entered on this label
- (c) The pouch should then be transferred under receipt (to be taken in the parcel abstract) to the mail department of the office.

(3) Thereafter, and throughout its transit through the post, the pouch should be treated as a *special bag*. It is throughout to be sent by letter post, without being enclosed in any bag, and on arrival at destination it should be delivered at once to the addressee, whose receipt for it should be taken on the special mail list.

(4) As these pouches will, in every case, be addressed to a specified post-town, no reference to a programme of the movements of the officer concerned will be necessary.

160. Travelling allowances of non-gazetted officers—(1) The travelling allowances of officers whose pay is drawn on establishment pay bills should be drawn as follows:—

- (a) In the case of officers on transfer the head postmaster or head record clerk, as the case may be, should make out,

in the prescribed form, a general travelling allowance bill not oftener than twice a month to include the travelling allowances of all officers transferred to offices within his jurisdiction. The general travelling allowance bill should be prepared with the help of the following documents submitted by the official concerned, *viz.*, transit memo., charge reports, and last pay certificate, and in the case of claims for family travelling allowance for a journey by steamer or railway, the certificate that the persons for whom travelling allowance is claimed are members of the transferred officer's family.

- (b) The travelling allowances claimed by officers on *tour* will not be included in the general travelling allowance bills referred to above; they will be made out on a separate copy of the same form by the head of the office to which the official claiming the allowance is subordinate, and this form will, after countersignature by the proper authority, be sent to the head office or head record office concerned for disbursement.

The travelling allowance bill of an Inspector of post offices or an Inspector, R. M. S., and his peon for journeys on *tour* will also be prepared by the Inspector in this form and after countersignature by the Superintendent will be sent for disbursement to the postmaster or head record clerk concerned.

(2) In the Post Office, the amounts drawn in travelling allowance bills will be charged in the accounts of the office to the head "Bills paid" and should be disbursed to the officials concerned, their receipts being taken in the form of the acquittance roll. Travelling allowance bills will be forwarded by the head postmaster to the Audit office with the schedule of "Bills paid" in which they are entered.

(3) In the R. M. S., the head record clerk will prepare bills for travelling allowances to be disbursed by himself and by the record offices and sub-record offices in the division. These bills should be disposed of in the same way as other bills cashed in the head post office.

(4) If any payment is to be made from a subordinate office, the head postmaster or head record clerk, as the case may be, will send an acquittance roll to that office containing particulars of the travelling allowance to be paid by it.

DISPOSAL OF SURPLUS UNUSUAL BAGS.

- (1) *Direct exchanges between Presidency post offices and other post offices, mail offices, and sections of the R. M. S.*

N B.—For the purpose of these rules (161 to 163), the Rangoon post office and the Houlah, Saldah, Madra, Rangoon and Kalyan R. M. S. post offices are treated as Presidency post offices.

161. Preparation of unusual bag invoice.—(1) No regular “Bag account” should be maintained for bags used for unusual mails exchanged direct between Presidency post offices on the one hand, and other post offices, mail offices, and sections of the R. M. S., on the other. Such bags should be returned daily and accounted for in accordance with the procedure described in the following rules.

(2) A post office, mail office or section despatching unusual mails in its *own bags* should prepare an unusual bag invoice in the prescribed form, in duplicate, in its own book of invoices, detach the invoice from its counterfoil, and enclose it in the unusual bag despatched, or, if more than one bag is despatched, in one of these bags.

(3) In Presidency and other very large post offices, separate invoice books may be kept in the different departments and also for despatches made at different periods of the day. In smaller post offices and mail offices and in sections, one invoice book for all the despatches will ordinarily suffice.

(4) Whenever a Presidency post office uses a *dosuti* bag as a covering for a registered bundle despatched, it should prepare an unusual bag invoice and place it in the bag just as if it were an unusual mail.

162. Return of bags and invoices.—When a post office or mail office receives an unusual bag or bags from another post office or a mail office or section, it should check the entries in the unusual bag invoice with the number of unusual bags received, stamp and initial the lower portion of the invoice form and return it the same day *by first mail*, along with the unusual bags invoiced therein, to the despatching post office or mail office, or, if it was received from a section, to the record office concerned. A section receiving unusual bags from Presidency post offices should follow the same procedure except that the bags received on the *Out* trip should be placed in the spare bag provided for the purpose for return on its *In* trip. The bags to be returned may be forwarded either empty or with unusual mails, in accordance with the following instructions:—

- (a) Bags received from a section must invariably be returned *empty* to the record office of the section concerned.
- (b) In other cases, the bags to be returned, or any of them, may be used for enclosing unusual mails for despatch to the post office or mail office from which they were received, provided that this can be done *at once*. If this cannot be done, the bags must be returned empty.

- (c) When bags to be returned to a post office or mail office are used for enclosing unusual mails to that office, the invoice to be returned should be enclosed in one of the bags attached to the parcel list or registered list, as the case may be, and a note should be made on it showing how many of the bags to be returned are being used for enclosing mails and how many are being sent empty with the mails. The empty bags should also, if practicable, be tied up and placed in the bags containing the unusual mails.
- (d) When bags are returned *empty*, the following procedure should be followed:—
- (i) If there is only one empty bag to be returned, the unusual bag invoice to be returned should be placed in it and the bag should be labelled and forwarded to destination as a packet bag duly invoiced in a mail list with the abbreviation S. E. (surplus empty) noted against the entry, *e.g.*, an empty unusual bag returned by the Surat post office to the Bombay G. P. O. should be shown in the mail list as “Surat to Bombay, 1 S. E.”.
 - (ii) If there are two or more empty bags to be returned, one of them should be used as a sack to give cover to the other bag or bags and the unusual bag invoice should be placed in it. The outer bag should then be sealed, labelled and forwarded to the office concerned duly invoiced in the mail list in the manner described above.
- (2) Unusual bags returned to a Presidency office should also be labelled with the name of the department (*e.g.*, Inland parcel department, Sorting department, etc.), shown on invoice with which they were received
- (3) Surplus empty bags should, as far as possible, be returned through sections working on slow trains. The empty foreign mail vans returning weekly to Bombay should also be utilised for this purpose whenever this is practicable.

163. Check of unusual bags and bag invoices.—(1) An unusual bag invoice received back by a post office or record office should be checked with the number of unusual bags received back and the invoice should then be pasted to the edge of its counterfoil in the invoice book.

(2) The blanks in the invoice book will always show at a glance what invoices have not been received back. Once a week, the book should be examined, and if it is found that any invoices have not come back which have had plenty of time to do so, they should be called for in the prescribed form of reminder.

NOTE.—The counterfoils of unusual bag invoices despatched by a section should be removed from the invoice book after each trip and filed separately in the record office in order to admit of their originals being attached to the counterfoils when received back by the record office.

(2) *Other exchanges.*

164. Unusual bag account.—(1) In post offices which exchange mails with the R. M. S., an account should be kept by the mail clerk, in the prescribed form, of the unusual, insured and extra bags despatched and received each day to and from each mail office and the sections under each record office, a separate account being kept with each record office. The Postmaster-General may also order post office to keep unusual bag accounts with other post offices, when unusual bags are frequently exchanged; and where this is ordered, every post office required to keep the account should have a separate account with each other post office concerned.

(2) In the R. M. S., a similar account should be kept by each record clerk of the above classes of bags despatched and received each day by all the sections attached to the record office to and from post offices and the sections and mail offices under other record offices, a separate account being kept with each such post office and record office. The unusual bag account should be compiled from the details on the reverse of the mail abstract.

(3) The dates entered in these accounts should always be the dates of despatch of the bags and not, in the case of receipts, the dates of receipt. The accounts for each month should include all the unusual, insured, and extra bags received and despatched by the post office, or by the sections attached to the record office, during the month. On the 8th, 16th and 24th of each month, the account of bags received from, or despatched to, each post office or record office during the preceding week, should be totalled and the number of bags of each description that may be found to be due to the post office or record office, should be despatched to it on the same day together with an invoice giving particulars of the bags despatched. The entries relating to the weekly receipts or despatches of empty bags at foot of the form of unusual bag account should be filled in as invoices are received or despatched.

(4) In the case of bags received from R. M. S. offices and sections, the dates shown by the date-stamp on the registered list should be taken as the dates of despatch to be entered in the account.

(5) The name of the record office or sub-record office to which each section is attached is given in the *Quarterly List*. The term "record office" as used in the rules under this section includes "sub-record office".

(6) The postmaster should see that the unusual bag account is maintained by the mail clerk properly and correctly. He must initial and date the entries in the bag account *daily* in token of having satisfied himself that the account is kept regularly.

165. Clearance of unusual bag accounts.—(1) On the 1st of every month or as soon as all the despatches made to sections on the last day of the preceding month have been entered in the unusual bag account, the account with each post office or record office for the whole of the preceding month should be totalled and balanced, and if there is an excess of bags *despatched* in any case, “a surplus bag advice”, in the prescribed form should be sent at once to the office concerned, calling for the surplus bags that are still due from it, the date of the advice being noted in red ink at foot of the account. If, on the other hand, there is an excess of bags *received*, the surplus bags that are still due to be returned should be forwarded on the same day to the post office or record office together with an invoice, giving particulars of the bags, and a surplus bag advice. If the totals of receipts and despatches exactly balance, the advice should nevertheless be despatched with the particulars duly filled in and the word “*Nil*” written in the place for the entry of balance.

(2) When an account has been cleared, it should be signed by the postmaster or deputy postmaster or by the record clerk, as the case may be, and filed. The surplus bag advices received from post offices and record offices should be filed with the accounts to which they relate.

(3) It will often happen that the same account will show a balance of excess despatches of canvas bags and excess receipts of *dosuti* bags, or *vice versa*. In such cases, the bag advice should call for the surplus bags held by the other office, and at the same time advise the return of the surplus bags to be sent to that office.

166. Manner of despatch of surplus unusual bags.—(1) When surplus unusual bags are returned to a post office or a record office, the following procedure should be followed :—

- (a) If only one empty bag is to be returned, the bag should be labelled and forwarded to destination as a packet bag duly invoiced in the mail list with the abbreviation S. E. surplus (empty) noted against the entry.
- (b) If two or more bags are to be returned, one of them should be used as a sack to give cover to the other bag or bags. Such sacks should be sealed, labelled and forwarded to the office concerned, duly invoiced in the mail list as packet bags, in the manner described above.

(2) The procedure laid down in the preceding paragraph should be followed both by offices which keep unusual bag accounts and those which do not. Whenever surplus unusual bags are returned to a post office or record office, an invoice stating the number of bags returned should be placed inside the bag or sack.

(3) The procedure prescribed in paragraph (3) of rule 162 applies also to surplus empty bags returned under this rule.

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CHAPTER 3.

INVESTIGATIONS.

GENERAL RULES.

167. Nature of investigations.—1 The instructions in this chapter deal with investigations into cases of—

- (a) highway robbery of the mail;
- (b) thefts or loss of, or tampering with, any postal article or bag;
- (c) theft or misappropriation of Government money or funds in connection with money order, savings bank accounts or other postal transactions;
- (d) minor irregularities, *e.g.*, missending, misdelivery and delay in the transmission of articles.

2) These instructions are meant rather to suggest than to prescribe the procedure to be followed in conducting enquiries. It is not intended that they should be adopted as an invariable rule of conduct under all circumstances. Wide discretion must, of necessity, be given to officers conducting enquiries, who should modify these instructions where they are inapplicable, and supplement them where they are insufficient.

(3) Nothing interferes more with the success of an investigation than an unreasoning adherence to a fixed course of action, and the adoption of a system of mere routine correspondence with its attendant loss of valuable time. Promptitude in seizing every opportunity which may afford a clue to the discovery of the missing article or the detection of the criminal, the exercise of judgment in determining the direction and mode in which to prosecute enquiries, and energy and care in following up the investigations, are all necessary to success.

168. Co-operation of supervising officers.—(1) When suspicion rests on the establishments of several offices, sections or mail lines which are not under the control of the same Superintendent, it is very important that direct communication should be kept up between the different officials charged with the conduct of the enquiry. If necessary, the Superintendents (or the inspectors deputed by them) should meet together for consultation. Superintendents and other officers should avoid the tendency to defend and exculpate their own offices and subordinates.

(2) When a case concerns the establishments of both the Post Office and the R. M. S., the Superintendent who receives the first intimation should immediately inform the other Superintendent concerned of the occurrence; and an enquiry should be made in close co-operation between the officers of the Post Office and the R. M. S.

169. Employment of the telegraph.—Discretion is given to all officers to make use of the telegraph, if they consider that its use, in giving or obtaining the earliest possible information, will be of advantage in the prosecution of an enquiry; but as far as possible all telegrams should be worded in accordance with the *Telegraphic Message Code*. Where it is stated in this chapter that telegrams should, in certain cases, be sent to certain officials, it is not intended to limit the use of the telegraph to communications with the officials specified. A Superintendent or other officer may telegraph to any person, whether belonging to the post office or not, who may be in a position to afford help or supply valuable information. At the same time officers who send service telegrams will be held responsible that they do so only when the circumstances of the case render such action advisable, and that an express telegram is not despatched when an ordinary message would answer the purpose.

NOTE—Except in very special cases, to be reported at once to the Head of the Circle, no communication, by telegraph or otherwise, should be made to the Currency Office except through the Head of the Circle.

170. Only important cases to be reported.—(1) The following cases should always be reported to the Head of the Circle:—

- (a) Highway robberies and attempted highway robberies of the mail.
- (b) Losses of mails.
- (c) Cases of house breaking and theft in which loss to Government is involved.
- (d) Cases of fraud and of loss or misappropriation of Government money.
- (e) Improper or fraudulent use, etc., of postage stamps.
- (f) Loss of or tampering with, registered articles of all kinds or damage to or destruction of which loss to Government is involved.
- (g) Collisions between Europeans of all classes and Indians in which postal officials are concerned.
- (h) The death of persons employed by postal officials by violence or accident.
- (i) All cases of a grave character, such as the destruction of offices by fire, the loss of mail boats, and attack on offices by rioters.
- (j) All cases under Section 42 of the Post Office Act.

NOTE 1—When it is known that a mail bag has been lost, stolen or destroyed by fire, etc., the Superintendent should give immediate information by telegraph to the Head of the Postal Circle concerned, and if important mails are concerned, the latter will notify the loss to the public through the press.

NOTE 2—If an unregistered article of any kind containing anything of value is lost, the fact should be reported to the Head of the Circle at the conclusion of the enquiries into the case.

(2) Discretion is given to a Superintendent in disposing of complaints made to him and irregularities observed by him, but all cases of gross negligence or breach of rules attended with serious results, should be reported to the Head of the Circle. Minor irregularities and complaints from the public of mis-coding or mis-delivery, or delay in the delivery of letters, etc., may be disposed of by the Superintendent without report to the Head of the Circle. If such complaints are made in the first instance direct to the Head of the Circle, he will transfer them to the Superintendent or postmaster for disposal, or if necessary, for report.

171. Disposal of cases by postmasters.—(1) All cases arising coming to a postmaster's knowledge should be reported without delay to the Postmaster-General or Superintendent through the proper channel; but minor irregularities, whether committed by any member of the office establishment or noticed to have been committed by any other office, should merely be recorded in the error book.

(2) Complaints from the public received direct by first class head postmasters or communicated by their subordinate offices not authorised to deal with complaints and complaints received direct from the public by second class head postmasters and sub-postmasters in the election grades, may be disposed of by these officers in the same way as by Superintendents.

(3) Complaints from the public received by sub-postmasters who are not in the selection grades and by branch postmasters, must be acknowledged by these officials and forwarded to the officers to whom they are directly subordinate with any remarks that may be considered necessary. The officers to whom complaints from the public are communicated under this rule will issue the necessary orders for the investigation of the complaints.

172. Criminal proceedings.—Rules regarding cognisable and non-cognisable offences, institution of criminal proceedings, conduct of prosecutions, employment of Government pleaders, application for fines imposed by courts and punishments imposed departmentally will be found in the *Posts and Telegraphs Manual, Volume II*.

173. Action to be taken respecting absconders.—(1) When a warrant issued against a person accused in a Post Office case cannot be executed, the Court should be moved to take action under sections 87 and 88 of the *Criminal Procedure Code* and, when an attachment order under section 88 is issued, the Superintendent should, as far as possible, assist the Court in tracing all the property, movable and immovable, of the proclaimed person. If there appears to be no immediate prospect of arresting the absconder, the Court should be asked to take action under section 512 of the *Code of Criminal Procedure*. The witnesses on

behalf of the prosecution and all the documents and post office records necessary to establish the case should be produced before the proper Court, and the Court should be asked to examine the witnesses and file the documents and post office records in the record of the case.

(2) In the event of the Court declining to receive and retain the documents and post office records necessary to establish the case, they should be forwarded to the Head of the Circle for safe custody.

(3) The Superintendent or first class head postmaster (including Presidency postmaster) should enquire in January each year from the Superintendent of Police of the district in which the absconder (*a*) committed the offence and (*b*) has his permanent place of residence, whether search was made for the offender during the past year and with what result. He should also have confidential enquiries made regarding each absconder, at places where he is likely to be found, with the object of securing his arrest and report the result to the Head of the Circle.

174. Limits of Superintendent's jurisdiction.—As a general rule, a Superintendent, when investigating a case of robbery, theft, or fraud, should confine his own enquiries to the offices or lines within his division. Except under special circumstances, or with the permission of the Head of the Circle, a Superintendent may not, in the prosecution of an investigation, proceed outside the limits of his jurisdiction, or enter an office not under his control: but in emergent cases the permission of the Head of the Circle may be anticipated.

175. Submission of reports to the Head of the Circle.—(1) The submission of reports, both preliminary and final, by a Superintendent to the Head of the Circle is governed by the following rules:—

(*a*) As soon as the Superintendent receives information of any of the occurrences mentioned in rule 170, he should submit a preliminary report to the Head of the Circle. This report should be made by telegraph in the cases mentioned in clauses (*a*), (*g*) and (*h*) of that rule. If currency notes are said to have been lost, stolen or abstracted, their complete Nos. (*see definition of the No. of a note in the Post and Telegraph Guide*) and Circles of issue, if available, should be ascertained and communicated to the Head of the Circle as soon as possible. If the case is one for police enquiry, it should be mentioned in the preliminary report whether the case has been reported to the police. Where the case has not been reported to the police, full reasons for not doing so must be stated.

(*b*) If the enquiry concerns more than one division or circle, an investigating inspector will generally be deputed to conduct it, and will submit his report direct to the Head of the Circle. Officers who are deputed to co-operate with

him may sign this report, submitting a copy to their immediate superiors, or may submit a separate report direct to their immediate superiors. If an investigating inspector is not deputed to conduct the enquiry, the Superintendents of all the Divisions to which the enquiry extends should, from time to time, communicate to the Heads of Circles to whom they are subordinate particulars of the Circle.

- (c) The Superintendent in whose division the enquiry is completed and closed should submit a final report to the Head of the Circle.

(2) When reporting cases of loss of, or tampering with, registered and parcel mail articles (including insured articles) information should be furnished under the following heads:—

- (a) No. of the article.
- (b) Office of posting.
- (c) Date of posting.
- (d) Name of sender.
- (e) Name of addressee.
- (f) Office of destination.
- (g) Contents.
- (h) Office or offices of transit, including sections of the Railway Mail Service, with Nos. of sets.

(3) The final report should be accompanied by any documentary evidence connected with the case that may be available and necessary to make the case clear, and by a copy of the final police report if the case was put into the hands of the police but not taken into Court. If the case was taken into Court, a copy of the judgment should be submitted as soon as the trial is completed. The names and official designations of all the officials implicated, whether (in cases of robbery, theft or fraud) they are convicted or suspected, or (in cases of alleged loss) they are merely the persons who would, in the ordinary course, have dealt with the article, should be mentioned in the final report.

NOTE.—Should any difficulty be experienced in obtaining from the court a copy of the judgment, free of charge, the matter should be referred to the Postmaster-General concerned. Under the orders of Government, Heads of Departments are entitled to obtain, free of charge, copies of judgments (or, in the case of vernacular judgments, English translations of them) convicting Government officers of criminal offences and also copies (or translations) of judgments of acquittal and orders of discharge.

(4) In cases in which the improper or fraudulent use of postage stamps is detected, or in which a service stamp from which the letters denoting service appear to have been removed is found on a private

article passing through the post, the preliminary report to be submitted by the Superintendent to the Head of the Circle should furnish the following particulars:—

- (a) The date on which the offence was committed.
- (b) The office or section at which the offence was detected.
- (c) The value of the stamps used.

Should it not be possible to give these particulars in the preliminary report, they should be furnished as soon as possible after. In the final report, the following particulars should be given:—

- (i) The full name and address and position in life of the accused.
- (ii) Law and section of the law under which the trial, if any, was instituted and the accused was convicted.

(5) When reporting convictions in criminal cases, the Superintendent should specify the designation of the officer who tried the case, and information under the following heads should accompany the report:—

- (a) Name, caste and residence of the person convicted, and the name of his father.
- (b) Length of service in the Department.
- (c) Office held by the person convicted.
- (d) Nature of the offence and section of the law under which the conviction was obtained.
- (e) Punishment imposed.

176. Submission of reports to the Director-General.—(1) Reports should be submitted by the Head of a Circle to the Director-General in the following cases:—

- (a) Cases of highway robbery and of attempted highway robbery of the mails.
- (b) Cases of serious loss of the mails in transit otherwise than by highway robbery.
- (c) Attacks on offices by dacoits.
- (d) Cases of house-breaking in offices where the loss of Government money or property exceeds Rs. 100, irrespective of possible subsequent recoveries.

NOTE.—Deputy Postmaster General, R. M. S., should submit reports in all cases of this kind, irrespective of the amount of initial loss involved.

- (e) Cases of loss of, damage to, or tampering with, insured articles of which the insured value exceeds Rs. 250 and in respect of which a complaint or report to that effect has been received.
- (f) Cases of loss of, damage to, or tampering with, inland registered articles, which are of special interest or importance.

- (g) Cases of fraud and of loss or misappropriation of Government money where the amount involved exceeds Rs. 100, irrespective of possible subsequent recoveries.

NOTE.—Deputy Postmaster-General R. M. S. K. P. is to report in all cases of this kind, irrespective of the amount of money involved.

- (h) The loss of mail steamers and serious cases of loss of mail boats.
 (i) The destruction of offices by fire, floods, etc.
 (j) Collisions between Europeans of all classes and Indians in which postal officials are concerned except alleged assaults of any kind regarding which there is no confirmation and assaults of a positively insignificant character.
 (k) The death of, or serious injury to, a postal official by violence or accident.
 (l) Cases which show any defect in the rules.
 (m) Cases of interest under the Post Office Act.
 (n) Cases which for special reasons the Head of the Circle is of opinion should be reported.

2) In cases of highway robbery, as soon as the Postmaster-General receives information of the occurrence, he should make a preliminary report to the Director-General. If during the course of the investigation anything of importance comes to light, he should send a further report, and when the investigation is closed, he should send a final report to the Director-General. The final report should always include the information mentioned in rule 189. In cases of mail robbery committed in Indian States, the Postmaster-General should report the steps taken by him to obtain compensation from the Indian State or States concerned, and the result of his action.

3) In all the other cases mentioned in paragraph (1), two reports—preliminary and final—should be submitted, unless the matter can be finally dealt with in the first report. It, however, the final report cannot be submitted within three months of the occurrence, an intermediate report should be submitted at the end of that period (a) giving full particulars of the case as ascertained up to that time and the result of the departmental investigation as far as it has proceeded, (b) mentioning what delays the submission of the final report, and (c) stating when the Head of the Circle hopes to be in a position to submit the final report. The preliminary report should be made as soon as possible after the occurrence and by telegraph in the cases mentioned in clauses (j) and (k), and if the case is one for police enquiry, it should be mentioned whether the case has been reported to the police. Where the case has not been reported to the police, full reasons for not doing so must be stated.

(4) In reporting cases which show any defect in the rules, the Head of Circle should offer suggestions as to the amendments to be made in the rules.

(5) When a case affects more than one Circle, the Head of the Circle in which the irregularity is first detected, should make the preliminary report in the case to the Director-General and should inform the other Heads of Circles concerned, sending them a copy of his report. It will then be at their option also to report the case or not. In cases where there is a difference of opinion between Heads of Circles as to the responsibility of the offices concerned, endeavours should be made to arrive at an agreement and if this cannot be secured, the orders of the Director-General should be obtained before any compensation is paid. In cases of loss or abstraction involving the staff of both the Post Office and the Railway Mail Service where a joint enquiry is held and no unanimous or definite finding is arrived at, the Heads of the respective Post Office and Railway Mail Service Circles should meet personally as soon as may be after receipt of the joint report consider jointly the conclusions arrived at and submit to the Director-General a joint decision containing the result of their scrutiny of the joint report and a definite finding as to responsibility.

NOTE.—Copies of reports will be furnished by the Heads of Circles to the Deputy Accountants-General concerned in the following cases—

- (a) where any reflection is made on the Audit Office,
- (b) where any breach of or defect in, the account rules of any branch of the Post Office is brought to notice
- (c) where any novel feature appears,
- (d) where the amount of the loss or fraud exceeds Rs. 200

and in such other cases and at such times as may be prescribed in the *Posts and Telegraphs Initial Account Code*, Volume I (*General Account Code*), in this behalf.

* (CASES OF HIGHWAY ROBBERY)

177. Highway robbery to be reported.—(1) When a robbery of the mail is committed on the high road, the postal official of whatever

* *Mail robberies in Indian States*—The Government of India consider that charges preferred by the officials of Indian States against carriers employed by the British Postal Department should be received with much caution, for it may frequently happen that those officials have a direct interest in convicting a helpless class of men who possess neither the means nor the education necessary for self-defence. (Government of India Foreign Department letter No. 2496-I, dated 29th July 1885.)

* * * * *
The Governor-General in Council is pleased to substitute the following rules regarding mail robberies in Indian States for those prescribed in the Foreign Department Resolution No. 1005 dated the 18th July 1861.

I. Every Indian State is responsible for the secure passage through its territory of the Imperial mail and parcel post, and every Indian State in the territory of which the Imperial mail or parcel post is robbed is *prima facie* liable—

- (1) to pay to the British Government the full value of whatever is taken or destroyed by the robbers; and

grade who first receives information of the robbery, he will communicate it at once to the local police and to the nearest magistrate.

(2) The Superintendent of Inspection of the mail should, as soon as he receives information of a highly valuable mail, at once communicate by telegraph if available, such particulars of the robbery to the Magistrate of the district, the police and his superior. A copy of the telegram to the official list referred to, supported by a preliminary report containing such further particulars as may have been obtained, should be sent by post.

(2) to pay such compensation as the British Government may require to any of the mail or the person or persons liable in the event of the carriers or other persons being injured or killed in connection with the robbery.

EXPLANATIONS.—(1) The term "mail" includes any articles or articles conveyed under the provisions of the Indian Post Office Act, as well as any box, bag or other article or any article carried by messenger or other person employed or used by the P. O. for the conveyance or safe custody of mails.

(1) No exemption shall be allowed in estimating the above-mentioned payment or compensation on account of bullion, jewellery or other article of great intrinsic value.

(2) This rule does not affect the liability of the British Post Office to make good under its departmental rules of insurance the value of insured articles committed to its charge.

II. If a mail robbery is committed in the territory of one State and the tracks of the robbers are traced into the territory of another State or States, and there lost, the *prima facie* liability for the robbery shall generally be shared in equal proportion by the State in which the robbery occurs and the State or States into which the robbers are finally tracked.

EXPLANATION.—This rule shall not be held to necessitate minute or inconvenient apportionment of liability between several States, and in doubtful or complicated cases the *prima facie* liability shall be held to rest upon the State in which the mail robbery may have been committed.

III. An Indian State to which the *prima facie* liability defined above attaches may plead in extenuation thereof facts showing—

(1) that its police arrangements are efficient, especially with regard to the protection of the mail routes passing through its territories, and that it has displayed zeal and energy in bringing or in attempting to bring the robbers to justice.

(2) that the robbery was committed without complicity on the part of any of its own subjects or contributory negligence on the part of its own local authorities, by a servant of the British Post Office.

EXPLANATION.—The mere infrequency of mail robberies shall not alone be regarded as an extenuating circumstance or as evidence of police efficiency.

IV. The compensation paid by Indian States in discharge of the liability defined in clause I (1) and the balances of existing "Mail robbery funds" shall be credited to the miscellaneous revenue of the Post Office of India, and the Director-General of the Post Office may at his discretion award to consignors or consignees the whole or part of compensation payments to make good the loss caused by the robbery of articles which are neither insured nor of great intrinsic value.

V. If, owing to the inefficiency of the protective system in any Indian State, mail robberies are allowed to become frequent and to remain unpunished, the Government of India or the Local Government may, in addition to the enforcement of the pecuniary liability above defined, require the State to take such measures as may appear necessary and desirable for securing the safety of the mail, and in the default of the State may cause such measures to be carried out by Government agency at the expense of the State. (Government of India, Foreign Department, Resolution No. 2495-I, dated 29th July 1885.)

178. Contents of mail to be ascertained.—Immediate steps should be taken by the Superintendent to obtain from the office from which the mail was last despatched, a list of the bags comprising the mail, together with copies of the registered lists, and in the case of parcel mails, the parcel lists, enclosed in the bags prepared in that office, and such further information regarding the contents, value, and ownership of the registered articles of the letter and parcel mails, money orders, and cash remittances sent by that office as may be available. Similar information regarding the other registered articles of the letter and parcel mails, cash, etc., included in the plundered mail should be obtained from the offices of posting or despatch. The Superintendent should communicate this information, as it is received, to the Magistrate, the police and the Postmaster-General.

179. Undue detention in any office.—If in any office there was undue detention to any bag forming part of the plunder, especially if the contents of the bag are ascertained to have been of considerable value, suspicion of complicity in the robbery will fall on that office, and should be followed up by prompt enquiry.

180. Superintendent to proceed to the spot.—It is of the first importance that the Superintendent should proceed *with all possible speed* to the spot where the robbery was committed. On arrival he should, in co-operation with the police, the local post office officials and any others who may be able to assist him, use every endeavour to trace the robbers and recover the stolen articles.

181. Preliminary investigation by Inspector.—If the scene of the robbery is distant from the place where the Superintendent happens to be, and he cannot reach the spot without some delay, the inspector in whose sub-division the robbery occurred should commence the investigation. In such cases, the inspector will be guided by the instructions laid down in these rules, and will report his action without delay to the Superintendent.

182. Postmaster and overseer to assist the enquiry.—Pending the Superintendent's or inspector's arrival, the local postmaster and overseer should do all in their power to help the enquiry and trace the stolen property. A report should be made daily of the progress of the investigation to the Superintendent, and, if necessary, also to the inspector.

183. Deposition of witnesses to be recorded.—The depositions of the persons who were conveying the mail when it was plundered, should be carefully taken down in writing. The evidence of other postal officials, whether belonging to the road establishment or to the neighbouring post offices, who may be able to furnish any information, should also be recorded by the officer conducting the investigation.

184. Inventory of recovered articles.—If the entire mail was not carried off by the robbers, or if any portion of it is recovered, application should at once be made to the police to deliver the recovered articles

to the officer in charge of the nearest post office. An inventory of the cash, currency notes, postage stamps, money orders, registered articles of the letter mail and all parcel mail articles forming the contents of the recovered mail, together with a full description of the condition in which each article was found, should be prepared in duplicate and signed by the Superintendent, or, in his absence, by the director or other postal official who may have charge of the preliminary enquiry. The number of paid and unpaid unregistered articles of the letter mail recovered should also be noted in the inventory. One copy of the inventory should be retained by the Superintendent, and the other should be made over to the police authorities as a receipt for the articles received from them. If any of the articles are retained by the police for the purpose of investigation, a remark to that effect should be made in the inventory.

185. Articles subsequently recovered.—Articles subsequently recovered will be made over by the police under receipt to the post office, and should be dealt with in the manner explained in the preceding rule.

186. Disposal of recovered articles.—The recovered articles when made over to the post office, should be disposed of in the usual course without delay. Damaged or torn articles should be repaired or placed in protecting envelopes or bags before they are despatched, a note stating the cause of damage being written on each article.

187. District authorities to be informed.—During the progress of the enquiry the Superintendent should inform the Magistrate and the police of any important circumstances which may come to light in connection with the robbery. He should, if possible, also place himself in communication with the senders of the articles of value which were stolen, informing them of the loss, and requesting them to supply him with any particulars necessary to complete the investigation.

188. Postmaster-General to be referred to for orders.—The Superintendent should, when in doubt or difficulty, consult the Postmaster-General, and ask him by telegraph, if necessary, for advice and orders. As soon as possible he should acquaint the Postmaster-General with the extent of the robbery, that is, the number and value of the articles stolen. He should also enumerate the articles that have been recovered and state how they have been disposed of.

189. Final report to Postmaster-General.—(1) At the close of the investigation, the Superintendent should submit a final report to the Postmaster-General, commencing with the following information, *viz.*:—

- (a) the date of the robbery;
- (b) the name of the mail line on which the robbery was committed;

- (c) a description of the locality, *i.e.*, the distances from the nearest stages and post offices on either side, and also from the terminal offices of the line;
- (d) the name of the district or Indian State (as the case may be) in which the robbery was committed;
- (e) the nature of the injuries (if any) received by the mail carriers;
- (f) a statement in the form below giving particulars of the bags and their contents actually carried off by the robbers.

[illegible]

(2) Then should follow a recapitulation of the principal facts of the case and of the steps taken by the postal and police authorities, and the result of the enquiry. Lastly, the Superintendent should state the conclusions at which he has arrived regarding the manner in which the robbery was effected, the persons by whom it was committed, and the behaviour of the mail carriers and escort (if any).

(3) If the Superintendent suspects any postal official, he should enter fully into the grounds for such suspicion, and describe the measures taken by him to investigate the conduct of the suspected parties.

190. Documentary evidence to accompany report. The final report of the Superintendent should be accompanied by all the documentary evidence which may be useful and available, e.g. depositions of witnesses, departmental documents (such as mail lists, registered and parcel lists, etc.), bags with their labels, cords, and seals, etc. If the case cannot for any reason be brought before a Court the Superintendent should apply for a copy of the final report of the police and attach it to his own report. If the case is taken into Court a copy of the judgment should be submitted as soon as the trial is completed.

CASES OF THEFT OR LOSS

NOTE.—(1) The words under the section 'Theft' include the theft of the letter or parcel sent by post, and the theft of the letter or parcel. The term 'postmaster' includes sub-postmaster and the term 'letter' includes mail packet and mail guard.

(2) Where it is stated in the rule that an article covered should be accepted by a section it should be understood that this is to be done at the next full moon not when the train is in motion.

191. Negligence resulting in loss to be punished.—The investigation of cases of theft or loss, or of tampering with registered articles of the letter mail and parcel mail articles, etc., in transit through the post, will be facilitated or hindered according as the work assigned to each official is carefully and accurately performed or not. For instance, unless due care is invariably taken when despatching mails, to fasten the bags securely and to obtain distinct impressions of the seals and when receiving mails, to examine the condition of each bag so as to detect from the appearance of the seal and fastenings any signs of its having been tampered with, it may be difficult, should any loss be subsequently discovered, to trace the missing article, or fix the blame on the office or individual in fault. Officials who by their carelessness or neglect of rules, have impeded or frustrated the prosecution of the enquiry, should be severely dealt with and, if necessary, held responsible for the value of the missing article, even though there be no suspicion against them of actual theft or complicity in the offence.

192. Transit bags bearing signs of damage or tampering.—(1) When a transit bag is received bearing signs of damage or tampering, the postmaster or head sorter, as the case may be, should open it without loss of time and carefully scrutinise the condition of each mail bag and any parcel bag, loose account bag or branch office bag that may be contained in the transit bag and of the cords and seals of all such bags.

(2) If there is the least cause for suspicion in respect of any of the bags, the procedure prescribed in one or other of the following rule as applicable to the particular class of bags concerned should be followed. If there is no cause for suspicion, the contents of the transit bag should be replaced in it if it is intended for onward transmission, and it

should be closed and sealed and forwarded to destination; or if it is intended to be opened in the office or section, the contents should be made over, in the usual course, to the departments concerned.

(3) If any of the contents of the transit bag are missing, the procedure prescribed in rule 205 should be followed.

(4) A note should in every case be made in the error book in post office and in the daily report in sections and mail offices. In the case of a transit bag intended for onward transmission, a note explaining why the bag was opened should be made on the mail list enclosed in the bag, on the original and duplicate of the mail list (if any) to accompany the bag, and on the label of the bag.

NOTE.—In all cases in which a bag received for onward transmission is found torn, a fresh bag should be used to forward the contents to destination, a remark explaining why it has been substituted for the original bag being written on the label and mail list (if any). This ruling applies not only to transit bags, but also to all other kinds of bags.

193. Mail bags bearing signs of damage or tampering.—(1) When a mail bag is received bearing signs of damage or tampering, the postmaster or head sorter, as the case may be, should open it without loss of time and carefully scrutinise the condition of the registered bag and any insured bag, cash bag, account bag or branch office bag that may be enclosed in the mail bag; and of the cords, seals and fastenings of all such bags. He should also scrutinise the condition of the parcel mail articles, if any, and check them with the parcel list.

(2) If there is the least cause for suspicion in respect of any of the bags or articles, the procedure laid down in one or other of the following rules as applicable to the particular class of bag or article concerned should be followed. If there is no cause for suspicion, the contents of the mail bag should be replaced in it, if it is intended for onward transmission, and it should be closed and sealed and forwarded to destination; or if it is intended to be opened in the office or section, the contents should be made over, in the usual course, to the different departments.

(3) If any of the contents of the mail bag are missing, the procedure laid down in rule 205 should be followed.

(4) A note should in every case be made in the error book or daily report. In the case of a mail bag intended for onward transmission, a note explaining why the bag was opened should be made on the mail list (if any) to accompany the bag and on the label of the bag; and if the mail bag was taken from a transit bag, it should be replaced in the transit bag which should then be closed, sealed and despatched in the manner described in the preceding rule.

194. Parcel bags bearing signs of damage or tampering.—(1) When a parcel bag is received bearing signs of damage or tampering, the postmaster or head sorter, as the case may be, should open it without loss

of time and carefully scrutinise the condition of each parcel and article and check the articles with the parcel list. He should also scrutinise the condition of the insured bag, if any, contained in the parcel bag and of the cord and seals of the insured bag.

(2) If there is the least cause for suspicion, the procedure prescribed in rule 199 or 202, as the case may require, should be followed. If there is no cause for suspicion, the contents of the parcel bag should be replaced in it, if it is intended for onward transmission, and it should be closed and sealed and forwarded to destination; or if it is intended to be opened in the office or section, the contents should be disposed of in the usual course.

(3) If any of the contents of a parcel bag is missing, the procedure laid down in rule 206 should be followed.

(4) A note should, in every case, be made in the error book or daily report. In the case of a parcel bag intended for onward transmission, a note explaining why the bag was opened should be made on the mail list to accompany the bag and on the label of the bag, and if the parcel bag was taken from a transit bag, it should be replaced in the transit bag which should be closed, sealed and despatched in the manner described in rule 192.

195. Account bags bearing signs of damage or tampering.—(1) When an account bag is received bearing signs of damage or tampering, it should be opened by the postmaster or head sorter without loss of time. The contents of the bag should be examined, counted and checked by him with the s. o. slip or daily account (as the case may be) in the presence of witnesses; and the procedure laid down below should be followed:—

- a) If the bag is intended for onward transmission, the contents should, if no cash is missing, be replaced in the bag which should be closed and sealed with the insurance seal or, where this seal is not available, with the date seal, and forwarded to destination, a remark explaining why it was opened being written on its label and on the mail list in which it is entered, if it is despatched loose in a transit bag; but if there is any discrepancy other than in cash, a remark regarding it should first be written on the s. o. slip or daily account under the postmaster's or head sorter's signature. If any cash is missing, the bag and its cord and seal should be preserved, the contents being forwarded to destination in another bag which should be closed and sealed in the manner described above, a remark explaining why it has been substituted for the original bag being written on the label, the mail list (if any) and the s. o. slip or daily account. If the account bag is taken from a

transit bag or mail bag, it should be replaced in the transit bag or mail bag which should be despatched under the procedure described in rule 192 or 193, as the case may be. A report should, if there is any discrepancy, be made at once by the postmaster to his immediate superior or by the head sorter to the Superintendent.

- b) If the bag is intended to be opened in the office, the contents should be disposed of in the usual course, if there is no discrepancy. If there is a discrepancy, a remark regarding it should be written on the s. o. slip or daily account and a report should be made by the postmaster to his immediate superior, the bag and its cord and seal being preserved, if any cash is missing.

(2) A note should, in every case, be made in the error book or daily report whether there is any discrepancy or not.

(3) If a cash bag is enclosed in the account bag, the postmaster or head sorter should carefully scrutinise the condition of the cash bag and of its lock, seal and fastenings; and if there is the least cause for suspicion, the procedure laid down in rule 203 should be followed.

NOTE.—Whenever any cash is found short in an account bag, a report should be made by telegraph under the provision of rule 144.

196. Branch office bags bearing signs of damage or tampering.—(1) When a branch office bag is received bearing signs of damage or tampering, it should be opened by the postmaster or head sorter without loss of time. The contents of the bag should be examined, counted and checked by him with the b. o. daily account or b. o. slip (as the case may be) in the presence of witnesses; and the procedure laid down below should be followed:—

- (a) If the bag is intended for onward transmission, the contents should, if no cash or registered (including insured) article of the letter or parcel mail is missing, be replaced in the bag, which should be closed and sealed with the insurance seal or, where this seal is not available, with the date seal, and forwarded to destination, a remark explaining why it was opened being written on its label and on the mail list (if any) which accompanies it; but if there is any minor discrepancy a remark regarding it should first be written on the b. o. daily account, or b. o. slip under the postmaster's or head sorter's signature. If any cash or registered (including insured) article of the letter or parcel mail is missing, the bag and its cord and seal should be preserved, the contents being forwarded to destination in another bag which should be closed and sealed in the

manner described above, a remark explaining why it has been substituted for the original bag being written on the label, the mail list (if any), and the b. o. daily account or b. o. slip. If the branch office bag was taken from a transit bag or a mail bag, it should be replaced in the transit bag or mail bag which should be deposited under the procedure described in rule 192 or 193, as the case may be. A report should, if there is any discrepancy, be made at once by the postmaster to his immediate superior or by the head sorter to the Superintendent.

- (b) If the bag is intended to be opened in the office, the contents should be disposed of in the usual course, if there is no discrepancy. If there is any discrepancy, a remark regarding it should be written on the b. o. daily account and a report should be made by the postmaster to his immediate superior, the bag and its cord and seal being preserved if any cash, or registered (including insured) article of the letter or parcel mail is missing.

(2) A note should in every case be made in the error book or daily report, whether there is any discrepancy or not.

(3) If a cash bag is enclosed in the branch office bag, the postmaster or head sorter should carefully scrutinise the condition of the cash bag and of its lock, seal, and fastenings; and if there is the least cause for suspicion, the procedure laid down in rule 203 should be followed.

(4) If the condition of any registered (including insured) article of the letter or parcel mail enclosed in a branch office bag opened under this rule gives rise to the least suspicion, the procedure laid down in rules 197, 199, 200 or 202, as the case may be, will, in a general way, guide the postmaster or head sorter in dealing with the case, and should be followed so far as it applies in any case.

(5) If any unregistered parcel is missing from a b. o. bag or if its condition gives rise to suspicion, the procedure laid down in rule 206 should be followed.

NOTE.—The Note to the preceding rule applies also to cases in which cash is found short in a branch office bag.

197. Uninsured registered articles of the letter mail bearing signs of damage or tampering.—(1) When a registered bag is received bearing signs of damage or tampering, it should be opened by the postmaster or head sorter without loss of time, and the procedure laid down below should be followed:—

- (a) If the registered bag is intended for onward transmission, the registered articles should be carefully scrutinised and checked with the entries in the registered list. If there

is no cause for suspicion, the articles should be replaced in the bag, which should be closed, sealed and forwarded to destination, a remark being written on the registered list, explaining why the bag was opened. If the condition of any article gives rise to the least suspicion, it should be weighed (*in rates or eighths of a tola*), the weight being noted on the article and the registered list in which it is entered. A report should at once be made by the postmaster to his immediate superior or by the head sorter to the Superintendent and the article should, before it is replaced in the bag, be enclosed in a protecting cover addressed to the office of destination, on which a note regarding the condition, etc., in which the article was found should be written, and which should be closed, and sealed with the insurance seal or, where this seal is not available, with the date seal. The registered bag should be forwarded to destination enclosed in the mail bag from which it was taken, the mail bag being despatched in the manner described in rule 193.

- (b) If the registered bag is intended to be opened, the registered articles should be carefully scrutinised and checked with the entries in the registered list. If there is no cause for suspicion, the articles should be made over, in the usual course, to the registration clerk or sorter for disposal. If the condition of any registered article received for delivery or in sorting gives rise to the least suspicion, the article should be weighed (*in rates or eighths of a tola*), and the weight, the condition in which the article was found, and such other remarks as may be called for, should be noted on the article and list, and, if the article is intended for delivery, also on the receipt. Immediate notice should be given to the despatching office or, if the despatching office is a R. M. S. section, to its record office; a report should be sent by the postmaster to his immediate superior or by the head sorter to the Superintendent; and the bag with its cord and seal should be preserved. If the article was received in sorting, it should be forwarded in a protecting cover addressed to the office of destination, on which a copy of the remarks regarding the weight, condition, etc., of the article should be written, and which should be closed and sealed in the manner described above. If the article is intended for delivery, the addressee should be served at once with a notice in the prescribed form (Invn.-3), and the article should be locked up by the postmaster pending the arrival of the addressee. The receipt should be signed by the addressee before the article is

delivered or opened. If any of the contents appear to have been abstracted, an inventory of the contents, as received, should be made and signed by the addressee and the postmaster. The inventory should be sent by the postmaster with a full report on the case to his immediate superior.

(2) In every case a note should be made in the error book or daily report.

(3) If a registered bundle is enclosed in the registered bag, the postmaster or head sorter should carefully scrutinise the condition of the bundle and its seal and, if there is the least cause for suspicion, the procedure laid down in rule 198 should be followed.

NOTE 1.—In the case of a Presidency post office or a first class head office, the postmaster of the office itself should be regarded as the immediate superior for the purposes of the preliminary investigation and should take the same action, on reports received from the Department concerned of his office, as a Superintendent is required to take on similar reports received from offices subordinate to him. No report should be made by a Presidency or first class postmaster to the Postmaster-General unless the enquiry shows or it is alleged that the contents of the articles have been damaged or tampered with.

NOTE 2.—If any of the contents of a registered bag or bagging the procedure laid down in rule 206, should be followed.

NOTE 3.—The attendance of the post office of the addressee cannot be enforced under that a suspicious article may be opened in his presence. If the attendance of the addressee cannot be procured within a reasonable time the article must be delivered in the usual way.

NOTE 4.—In cases where the addressee resides near a "no-delivery" office, a paragraph in the following terms should be added to the notice issued to him in Form Invn.-3:—

"If you so desire, the article will be forwarded to the (name) 'no-delivery' post office where you or your agent can attend for the purpose mentioned above."

198. Registered bundles bearing signs of damage or tampering.—(1) When a registered bundle is received bearing signs of damage or tampering, it should be opened by the postmaster or head sorter without loss of time, and the procedure prescribed below should be followed by him:—

(a) If the registered bundle is intended for onward transmission, the registered articles enclosed in it should be carefully scrutinised and checked with the entries in the registered list enclosed in the bundle. If there is no cause for suspicion the articles should be enclosed in a fresh registered bundle, which should be closed, sealed and forwarded to destination, a remark being written in the registered list in which the registered bundle is advised and also on the cover of the registered bundle explaining why the original registered bundle was opened. If the condition of any registered article received in a registered bundle gives rise

to the least suspicion, it should be weighed (*in rates or eighths of a tola*), the weight being noted on the article and in the registered list in which it is entered. A report should be made at once by the postmaster to his immediate superior or by the head sorter to the Superintendent; and the article should, before it is replaced in a fresh registered bundle be enclosed in a protecting cover addressed to the office of destination, on which a note regarding the condition, etc., in which the article was found should be written and which should be closed and sealed with the insurance seal or, where this seal is not available, with the date seal. The registered bundle in which the article is again enclosed should be replaced in the registered bag from which it was taken.

- (b) If the registered bundle is intended to be opened, the procedure laid down in paragraph (1) (b) of the preceding rule should be followed in so far as it applies to articles intended for delivery, the cover of the registered bundle with its seal being also preserved.

- (2) In every case, a note should be made in the error book or daily report

NOTE 1.—In cases of tampering, the original cover of a registered bundle opened should be kept in the postmaster's personal custody until the enquiries in the case have been completed. In the R. M. S., it should be attached to the head sorter's daily report and similarly preserved by the Superintendent.

NOTE 2.—See the Notes below the preceding rule.

199. Uninsured registered parcels bearing signs of damage or tampering.

—(1) When an uninsured registered parcel is received bearing signs of damage or tampering, a report should at once be made by the postmaster to his immediate superior or by the head sorter to the Superintendent, and the parcel should be dealt with in the following manner:—

- (a) If it is taken from a parcel bag or mail bag not addressed to the office or section, it should (except in sections) be weighed and the *weight* in tolas should be entered on the parcel and in the last column of the parcel list in which it is invoiced. The parcel should be forwarded enclosed in a protecting bag addressed to the office of destination on the label of which a note regarding the condition, etc., of the parcel should be written and which should be closed and sealed with the insurance seal or, where this seal is not available, with the date seal. A note should also be recorded against the entry of the parcel in the parcel list to the effect that it has been enclosed in a protecting bag. The protecting bag should be forwarded to destination

inside the parcel bag or mail bag which should be despatched in the manner described in rule 194 or 194 a as the case may be.

- (b) If the parcel is received in a parcel bag or mail bag addressed to the office or section, the ascertained weight (except in sections), the condition in which it was found and such other remarks as may be called for should be noted on the parcel list with which it was received and if the parcel is for delivery, also on its receipt. The bag from which the parcel was taken with its cord and seal should be preserved and immediate notice should be given to the despatching office or, if the despatching office is a section, to its record office. If the parcel is for onward transmission it should be forwarded to destination in the manner described in the preceding clause. If it is for delivery, the addressee should be served with a notice and the further action prescribed in rule 197 in connection with the delivery of damaged registered articles of the letter mail, should be taken.

(2) In every case, a note should be made in the error book or daily report.

NOTE 1.—In the case of parcels received in a wicker basket, the basket should be preserved only if it is obvious that it was forced open or if it is damaged to such an extent as to admit of any of its contents being abstracted: in such cases the basket should be marked for future identification.

NOTE 2.—See Notes 1, 3 and 4 below rule 197.

200. Insured envelopes and insured letters bearing signs of damage or tampering.—(1) If an insured envelope is received bearing signs of damage or tampering, or if its weight differs from that noted on the envelope so as to give rise to suspicion of having been tampered with, it will be made over to the postmaster or head sorter, who should himself weigh it, open it and take out the contents in the presence of witnesses, the ascertained weight (*in rates or eighths of a tola*), being noted on the envelope. The insured letter enclosed in the envelope should then be carefully scrutinised and weighed in the presence of witnesses. In all cases in which there is the least cause for suspicion in regard to an insured letter or in which the weight differs from that entered on the letter by the office of posting, an immediate report should be made as required by rule 144 and the procedure laid down below should be followed:—

- (a) If the insured letter is taken from a bag not addressed to the office or section, it should be forwarded enclosed in a fresh insured envelope or, in the R. M. S., in a protecting

envelope on which should be written a note regarding the condition, weight, etc., of the insured letter and the envelope in which it was received, supplemented, in the case of protecting envelopes, by the No and the office of posting of the letter. A copy of this note should be sent by the postmaster to his immediate superior or by the head sorter to the Superintendent with a full report on the case, the envelope in which the insured letter was received being preserved. The fresh insured or protecting envelope should be closed and sealed with the insurance seal or, where this seal is not available, with the date seal, and placed in the registered bag which should be despatched in the manner described in rule 197.

- (b) If the insured letter is taken from a bag addressed to the office or section, the procedure described in the preceding clause should, if the envelope was received in sorting, be followed with the addition that a copy of the note referred to should be written on the registered list with which it was received and is despatched. If the insured letter is intended for delivery, the addressee should be served at once with a notice in the prescribed form (Invn.-3) and, pending the arrival of the addressee, the letter should be kept under lock and key in the postmaster's personal custody. The envelope from which the letter was taken and all bags in which the envelope was enclosed with their cord and seals should be preserved. If, on opening the insured letter, the addressee finds the contents to be correct, the letter should be delivered to him on his signing the receipt and acknowledgment, but if he states that the contents are not correct, the postmaster should prepare a complete inventory of the articles contained in the letter, the total weight (*in rates*) of all the articles and the weight (*in rates*) of the cover of the letter being separately noted in the inventory. The inventory should be prepared in duplicate and in the addressee's presence. Both copies should be signed by the addressee and the postmaster. One copy should be attached to the unsigned acknowledgment and forwarded to the postmaster of the office of posting, with full particulars of the occurrence for communication to the sender; the other copy being sent by first mail with a full report on the case by the postmaster to his immediate superior.

NOTE.—If the addressee does not wish to open the letter himself, but requests the postmaster to do so in his presence the request should be complied with.

(2) If the condition of the insured letter gives rise to no suspicion, the insured envelope containing it should, if intended for onward transmission, be forwarded enclosed in a fresh insured envelope or in a protecting envelope, as the case may require, on which a note should be written explaining why the original envelope was opened and which should be closed and sealed in the manner described in clause (a) of the preceding paragraph. In the case of protecting envelopes, the note should be supplemented by information as to the No., date, office of posting and weight of the letter. If the letter is intended for delivery, the insured envelope and letter should be made over in the usual course to the registration clerk.

(3) A note should, in every case, be made in the error book or daily report.

NOTE.—See Notes 1, 3 and 4 below rule 137.

201. Insured bundles bearing signs of damage or tampering.—(1) If an insured bundle is received bearing signs of damage or tampering, or if its weight differs from that noted on it so as to give rise to suspicion of having been tampered with, it will be made over to the postmaster or head sorter who should himself weigh it, open it and take out the contents in the presence of witnesses, the ascertained weight (*in rates in eighths of a tola*) being noted on the envelope or label. Each insured letter contained in the bundle should then be carefully scrutinised and weighed in the presence of witnesses. In all cases in which there is the least cause for suspicion in regard to an insured letter or in which the weight of an insured letter differs from that entered on it by the office of posting, an immediate report should be made as required by rule 144 and the procedure laid down below should be followed —

(a) If the insured bundle is taken from a registered bag not addressed to the office or section, the letter which gives rise to suspicion should be enclosed by the postmaster in an insured envelope or by the head sorter in a protecting envelope addressed to the office of destination on which should be written a note regarding the condition, weight, etc., of the insured letter and of the bundle in which it was received (supplemented in the case of the R. M. S. by the No. and office of posting of the letter) and which should be closed and sealed with the insurance seal or, where this seal is not available, with the date seal. A copy of this note should be sent by the postmaster to his immediate superior or by the head sorter to the Superintendent with a full report on the case, the envelope in which the original bundle was received, or if it was received in a bag, the bag with its cord and seals, being preserved. The insured letter enclosed in the insured or

protecting envelope, with the other letters contained in the original bundle and the registered list in which the letters were invoiced should then be placed in a fresh insured bundle or, in the R. M. S., in a protecting bag which should be closed and sealed, a remark being written on the registered list in which the insured bundle is advised and also on the envelope or the label of the bag explaining why the original bundle was opened. The fresh insured bundle or protecting bag should be replaced in the registered bag from which the original bundle was taken and the latter bag should then be despatched in the manner described in rule 197.

- (b) If the insured bundle is taken from a registered bag addressed to the office or section and is intended for onward transmission, the procedure described in the preceding clause should be followed with the addition that a copy of the note referred to should be written on the registered list with which it was received and is despatched. If the insured bundle is addressed to the office and contains any insured letter the condition of which gives rise to suspicion, action should be taken as prescribed in rule 200 (1) (b).

(2) If the condition of the insured letters gives rise to no suspicion, the insured bundle should, if intended for onward transmission, be forwarded enclosed in a fresh insured bundle or protecting bag in the manner described in the preceding paragraph, a note being written on the fresh envelope or on the label of the bag explaining why the original bundle was opened. If the bundle is intended to be opened by the office, it should be made over in the usual course to the registration clerk.

(3) A note should in every case, be made in the error book or daily report.

NOTE —See Notes 1, 3 and 4 below rule 197.

202. Insured bags and insured parcels bearing signs of damage or tampering.—(1) If an insured bag is received bearing signs of damage or tampering, or if its weight differs from that noted on the insured label so as to give rise to suspicion of having been tampered with, it will be made over to the postmaster or head sorter who should himself weigh it, open it, and take out the contents, in the presence of witnesses, the ascertained weight (*in tolas*) being noted on the insured label. Each insured parcel contained in the bag should be carefully scrutinised and weighed in the presence of witnesses. In all cases in which there is the least cause for suspicion in regard to an insured parcel, or in which the weight of an insured parcel differs from that noted on the No. slip

pasted to it by the office of posting, an immediate report should be made as required by rule 144 and the procedure laid down below should be followed:—

- (a) If the insured bag is intended for onward transmission, the parcel which gives rise to suspicion should be enclosed in a protecting bag addressed to the office of destination, on the label of which a note regarding the condition, weight, etc., of the parcel and the insured bag in which it was received should be written, and which should be closed and sealed with the insured seal or, where this seal is **not** available, with the date seal. A note should also be recorded against the entry of the insured parcel in the parcel list in which it is invoiced to the effect that the article has been enclosed in a protecting bag. The insured parcel in its protecting bag should then be placed with the other insured parcels (if any) in a fresh insured bag which should be closed and sealed in the manner prescribed for closing and sealing insured bags, a remark being written on the label explaining why a fresh bag has been used, and which should be forwarded to destination inside the mail or parcel bag from which the insured bag was originally taken, the mail or parcel bag being despatched in the manner described in rule 193 or 194, as the case may be. A copy of the note written on the label of the protecting bag should be sent, with a full report on the case, by the postmaster to his immediate superior or by the head sorter to the Superintendent, the insured bag from which the parcel was taken, with its cord and seals, being preserved.
- (b) If the insured bag is intended to be opened by the office or section and contains sorting insured parcels, the parcel which gives rise to suspicion should be forwarded to destination enclosed in a protecting bag which should be closed, sealed and labelled in the manner described in clause (a) above. A copy of the note on the label of the protecting bag should be written on the parcel list with which the article was received and is despatched; and a copy should be sent by the postmaster to his immediate superior or by the head sorter to the Superintendent with a full report on the case, the insured bag from which the parcel was taken with its cord and seals being preserved.

NOTE.—In the R M S the instructions in the preceding clauses about weighing the parcel and recording its weight apply to mail offices and not to sections.

- (c) If the insured bag is intended to be opened by the office and contains insured parcels for delivery, the addressee of the parcel which gives rise to suspicion should be served with

notice in the prescribed form (Form-3), and, pending the addressee's arrival, the parcel should be kept under lock and key in the postmaster's personal custody. The insured bag from which the parcel was taken with its cord and seals, and all the bags in which the insured bag was enclosed with their cord and seals should be preserved. If on opening the parcel the addressee finds the contents to be correct, the parcel should be delivered to him on his signing the receipt and acknowledgment, but if he states that the contents are not correct, the postmaster should prepare a complete inventory of the articles contained in the parcel, and weigh the covering of the parcel and the articles contained in it separately, the total weight of all the articles and the weight of the covering being separately noted in the inventory. The inventory should be made up in duplicate and in the addressee's presence. Both copies should be signed by the addressee and by the postmaster. One copy should be attached to the unsigned acknowledgment and forwarded to the postmaster of the office of posting, with full particulars of the occurrence, for communication to the sender, the other copy being sent by first mail with a full report on the case by the postmaster to his immediate superior.

NOTE. If the addressee does not wish to open the parcel himself, but requests the postmaster to do so, in his report the report should be enclosed with the parcel.

2. If the condition of the insured parcels gives rise to no suspicion, the contents of the insured bag is intended for onward transmission, he reduced to an insured bag which should be closed and sealed, a remark being written on the label explaining why the bag was opened, and then forwarded to destination in the manner described in clause (a) above.

3. A record should in every case be made in the error book or daily register.

NOTE. See Note 3, p. 113, for the form of the acknowledgment.

203. Cash bags bearing signs of damage or tampering.—If a cash bag is found to bear signs of damage or tampering, the following procedure should be followed:

- a) If it is intended for onward transmission, it should (except in sections) be weighed and the ascertained weight (*in talas*) should be noted on the s. o. slip, daily account, bill of lading, or registered list, as the case may be. It should then be enclosed in a protecting bag addressed to

the office of destination, on the label of which a note regarding the condition, etc. of the cash bag should be written and which should be closed and sealed with the insurance seal or where this seal is not available, with the date seal. The protecting bag should be forwarded to destination made the account, branch office, or mail bag into which the cash bag was taken, the account branch office or mail bag being despatched in the manner described in rule 193, 194 or 196, as the case may be. A report on the case should be sent at once by the postmaster to his immediate superior or by the telegraph to the Superintendent.

- (b) If it is decided to be opened it should be weighed (*in totum*) and opened, and the contents should be counted by the postmaster in the presence of witnesses. If any of the contents of the bag are missing, a report by telegraph should be made as required by rule 144, and the bag, lock, cord and seal together with all the bags in which it was enclosed with their cord and seal should be preserved. A full report on the case should be sent at once by the postmaster to his immediate superior.

204. Enquiries to be made by Superintendent in cases of abstraction of the contents of articles.—If an article which has been tarpered with is, on delivery found to have had any portion of its contents abstracted, the Superintendent, on receiving intimation, should at once obtain from the addressee and the sender, direct or, where necessary, through the postal officer concerned, full particulars regarding the contents and value of the article. A careful examination should be made of the article as well as the bags in which it was received and their cord and seals; and strict enquiries should be instituted in the offices and sections through which the article passed. The assistance of the Magistrate and police should be obtained where required. If it is thought necessary to search the home of a suspected individual care should be taken that the procedure required by law is strictly adhered to.

205. Steps to be taken if any of the contents of a transit or mail bag are missing.—(1) If on opening a transit or mail bag received, whether addressed to the office or section or not, any bag which should be contained in it is found missing, an immediate report should be made as required by rule 144. If any registered (including insured) article of the letter mail or any registered (including insured) or unregistered article of the parcel mail is found short in a mail bag, the procedure laid down in the next rule should be followed.

(2) The bag with its cord and seal, should be preserved in the custody of the postmaster or head sorter, and if it is not addressed to

the office or section, another bag should be used to forward the contents to destination, a remark explaining why it has been substituted for the original bag being written on the label and the mail list (if any).

4) A note should be made in the error book or daily report.

206. Short receipt of registered articles of all kinds.—(1) If a registered article of any kind, invoiced in a registered list or parcel list, is not received, the postmaster or head sorter should at once take possession of the bag or cover in which the article should have been enclosed with its label, seal or seals and cord, the list and the other articles (if any) entered on the list, all of which he should carefully examine, noting any discrepancies and making such remarks as may be necessary on the list. If the missing article is an insured parcel, the postmaster or head sorter should compare the aggregate weight of the insured parcels actually received and the weight of the insured bag and its seals, cord and label with the weight marked on the label. If the weight agrees, it will tend to show that the insured parcel supposed to be missing was not placed in the bag, but entered by a clerical error in the list, or that it was mis sent to some other office or section, or left behind by mistake in the office or section which made up the bag. If a registered article which should have been received enclosed in a registered bundle is missing, the matter should be reported at once to the postmaster, who will immediately take possession of the registered bundle and the bag in which it was enclosed with its labels, seal or seals and cord, and carefully examine the condition of the registered bundle to see whether there is any reason to suspect that it has been tampered with.

NOTE.—Under R. M. S., the instruction about weighing parcels applies to mail bags and bundles.

2) The bag or the registered bundle in which the missing article should have been received, with its label, cord and seal or seals, and if there are any bags or any other bag or bundle was enclosed, with their cord and seals, should be preserved. If the bags or bundles which are to be preserved were not addressed to the office or section, the contents should be forwarded to destination enclosed in other bags or bundles which should be closed and sealed with the insurance seal, when this seal is not available, with the date and a note being written on the label of each bag or on the list or on the mail list (if any), explaining why the bag or bundle has been substituted for the original bag or bundle.

3) The postmaster or head sorter should immediately report the loss as required by rule 144. He should make a thorough search for the missing article in the office or mail van; and if it cannot be found take down the names of all present (including postmen, packers, van boys, porters, etc.), noting the share which each had in the work of receiving, opening and handling the mail with which the missing article

should have been received. If necessary, he should prevent any one from leaving the office or the platform at the terminal station, as the case may be, pending the arrival of the police, who may, if it is considered advisable, be summoned. The statement of all the officials present should be recorded in writing, and they should be required to sign the depositions, their signatures being witnessed by the postmaster or head sorter. If any of them objects to be searched, the arrival of the police should be awaited. When the police arrive, none of the office establishment or set should be permitted to leave till such preliminary investigation, as may be considered necessary, has been completed. A full report of all the circumstances should then be made by the postmaster to his immediate superior or by the head sorter to the Superintendent.

207. Enquiries to be made by Superintendent in cases of loss.—(1) The Superintendent should lose no time in enquiring into the alleged loss. He should carefully examine the bags, cord and seals that have been preserved and, if necessary, request other Superintendents and officials to assist him by making enquiries within their respective jurisdictions. He should, as soon as possible, obtain from the addressee and sender of the lost article, either direct or through the Superintendent of post offices concerned, full particulars regarding its contents and value, the circumstances under which it was posted and any other information that may be available. He should communicate this information when received to the police if the investigation has been placed in their hands, and also furnish them with such other evidence as may from time to time come to his knowledge, to enable them to prosecute the investigation.

(2) In important or difficult cases, the Superintendent should himself proceed to the office or to the headquarters of the set, as the case may be, to which suspicion of the theft or loss attaches; and, if necessary, visit the offices or sections through which the article passed, in order to follow up the enquiry from office to office and section to section. In other cases, if the Superintendent is unable to be present, an inspector may be deputed to carry on the enquiry. The latter should keep the Superintendent informed of its progress.

208. Complaints by addressees.—(1) If the addressee of a registered article of the letter mail or of a registered parcel which he knows or has reason to believe was posted, complains of not having received it, the complainant should be asked to state the sender's name and address and the probable date of posting. These particulars should be communicated at once to the office where the article is alleged to have been posted. The postmaster of that office should, immediately on receipt of the complaint, ascertain whether the article was despatched and, if so, issue a search bill to trace it, provided that sufficient time has elapsed for the article to have reached its destination in the ordinary course.

(2) A note should be made in both offices in the register of complaints or, if this register is not maintained, in the error book.

209. Complaints by senders.—(1) When enquiries as to the delivery of an uninsured registered article of the letter or parcel mail are made by the sender at the office of posting, he should be informed that, when a special postal acknowledgment is not paid for, the office of posting receives no notice from the office of delivery regarding a registered article or parcel, unless it is lost; and that, in the absence of any information to the contrary, it must be concluded that the article was correctly delivered.

(2) If the sender of a registered article of any kind produces evidence that it was not received by the addressee, as proved, for example, by the latter's statement to that effect, or gives reasonable grounds for believing that it was not delivered, the postmaster of the office of posting should immediately make enquiry at the office of delivery, and if the result is not satisfactory, he should at once issue a search bill to trace the missing article. Should the contents be stated to be of considerable value, the enquiry from the office of delivery should be made by telegraph.

(3) If the sender of a registered article of any kind for which a postal acknowledgment is due complains that he has not received the acknowledgment signed by the addressee, the postmaster of the office of posting should take immediate steps to obtain and deliver to the sender an attested copy of the addressee's receipt on record in the office of delivery. If the sender produces an unsigned acknowledgment, the postmaster should send it to the office of delivery for supply of the omission.

(4) A note should be made in the register of complaints or, if this register is not maintained, in the error book.

210. Search bills.—(1) The object of a search bill is to trace a bag or a registered article of the letter or parcel mail during its course from the office of despatch to the office of final destination. It may be issued by the postmaster of the office of posting or delivery or by an intermediate post office or record office or by a supervising officer; and may go forwards to the office of delivery or backwards to the office of posting. The timely issue of a search bill will, in most instances, prevent delay and reduce correspondence by tracing an article through several offices or stations more quickly than direct enquiries addressed to each office or section one after the other. It is very important, therefore, that the issue of a search bill or its disposal at any stage should not be delayed. It should be sent forward by first mail to the post office or record office in advance, and the last office dealing with it should return it as soon as it is completed to the officer by whom

it was issued. Search Bill should be forwarded registered on Service. The detention, loss or suppression of a search bill will be treated as a grave offence.

(2) The officer who issues a search bill should invariably indicate in its last column the record point on which further action is desired, and this information must be transferred, as far as possible, by the officers through whose hand the search bill passes, to the next possible delay and without entering into invidious detail. A copy of the remarks written on the search bill should be prepared in duplicate, and one copy should be sent to the *issuing office*, except by the office of final destination which should return the search bill itself fully completed. The progress of the search bill should be watched by the issuing officer, and any delay in the receipt of information from any office should be brought by him to the notice of the proper authority.

(3) When the search bill is returned completed to the issuing officer, it should be filed with the copies of the remarks made by the officers through whose hands it passed.

211. Complaints of loss of unregistered articles.—(1) Whenever a complaint is made, either by the sender or by the addressee, of the loss of an unregistered article, the officer to whom the complaint is preferred should at once acknowledge it and inform the complainant at the same time that no record is kept of such articles while in course of transmission through the post, but that every effort will be made to trace the article and that if it is found, it will be delivered to the addressee or the sender as the case may require. If the article is alleged to have contained anything the registration or insurance of which is compulsory, the breach of the postal rule in sending it unregistered should be pointed out to the complainant.

(2) Enquiry should then be made *simultaneously* from the offices of posting and delivery as well as from the Dead Letter Office which serves the office of posting; and if the article is not traceable at any of those offices, the case should be closed.

212. Loss of an article containing anything of value.—(1) In cases where it is alleged that the contents of a missing unregistered article were valuable, the action taken by the Superintendent in disposing of the complaint, the names, official designations, and character of the suspected persons, and his own conclusions in the case, should be specially reported for the information of the Head of the Circle. The report should state whether the posting of the article was proved or not. If any punishment is imposed by the Superintendent on a subordinate whom he is authorised to punish, it should be mentioned in the report.

(2) A special report will not ordinarily be necessary in cases in which the contents of a missing unregistered article have not been declared to be of any value.

213. Frequent complaints against the same office or section.—When the frequency of complaints of loss affecting a particular office or section causes suspicion to attach to it, the case should be reported to the Head of the Circle, and the Superintendent and the postmaster or head sorter should exert themselves to discover the dishonest officials. If the complaint is that numerous letters which were posted did not reach the addresses, it may be useful to post test letters, and with the assistance of other officials watch their transit to destination; or the houses of the suspected persons may, *with the sanction of the Magistrate*, be unexpectedly searched. If suspicion rests on the office of delivery, the same means may be used to detect the offender, *i.e.*, the delivery clerk and postman should be watched, and tested by means of test letters. If the actual offenders cannot be discovered and the losses continue, the establishment of the suspected office or section may be dispersed to offices or sections where they cannot act in concert, and their conduct in their new appointments should be strictly watched.

CASES OF FRAUD AND MISAPPROPRIATION.

214. Fraud facilitated by lax supervision.—Cases of fraud and misappropriation of Government money by postal officials will seldom occur if the rules which define the responsibility of each official are strictly enforced, and if the balances of post offices are verified and the correctness of the accounts tested by the postmaster in accordance with the detailed instructions on the subject. When a system of fraud is carried on in a post office, it will generally be found that several members of the establishment have been acting in collusion, and that the postmaster has been lax in his supervision.

215. Check on credit of unpaid postage.—When a supervising officer has reason to suspect that a post office under his control fails to afford credit for the full amount of postage due on articles received for delivery, he should apply tests to the honesty of the postmaster by taking note whenever he has an opportunity of the postage on articles despatched to the office in the presence of witnesses, and securing, if necessary, the co-operation of other officials. Such co-operation will be specially necessary in cases where the office to be tested receives unpaid station articles of the letter mail from more than one office or from an office or section outside the Superintendent's jurisdiction because, for the test to be complete, notes of the postage due on all the despatches received on the same day by the office to be tested must be kept at all the despatching offices and sections, so that the aggregate postage due on all the despatches may be compared with the entry in the letter postage account or in the memo. of unpaid postage taxed and received direct, as the case may be.

(2) Similarly, when there is reason to suspect that a post office takes excess credit for forward postage, the supervising officer should apply tests in the manner described in the preceding paragraph by taking note of the postage due on forward bundles made up by the office, and having the notes kept by the receiving offices and sections in respect of all the forward bundles made up by the post office on the same day, so as to secure a comparison between the aggregate postage thus ascertained and the entry in the deposit account.

(3) Supervising officers of the R. M. S. should, when requested to do so, fully co-operate with those of the Post Office in carrying out these tests.

(4) If a system of fraud in respect of postage is discovered to have existed for any length of time in an office, it will often be a proof that the supervising officer to whom that office is subordinate has neglected his duty.

216. Temporary misappropriation of money.—Fraud is sometimes committed by officials in respect of money received in the execution of their duties which is misappropriated for a time, the amount being afterwards made good and credited in the accounts. This is a very serious offence, punishable as a criminal breach of trust, even though there may not have been any actual loss. If a postmaster or a supervising officer has any reason to suspect fraud of this nature, an immediate investigation should be made.

217. Deficiency in the cash or stamp balance.—If a supervising officer finds a deficiency in the cash or stamp balance of a post office or record office, the postmaster or treasurer or both in the case of post offices or the record clerk in the case of record offices should be called upon to produce the money or stamps. If the official or officials cannot do so and are unable to give a satisfactory explanation, action should be taken as prescribed in the rules on the subject of criminal offences in the *Posts and Telegraphs Manual, Volume II*, the case being reported by telegraph, if possible, to the Head of the Circle.

NOTE.—In the case of a branch office in charge of an extra-departmental agent who has been allowed to make his own arrangements for the custody of cash, stamps, etc., when a deficiency in the cash or stamp balance is noticed by a supervising officer, time should be given to the extra-departmental agent to send for the cash, stamps, etc., and no charge of fraud should be made against him, unless he is unable to produce the full balance shewn by the accounts within a reasonable time. If any unreasonable delay occurs, the supervising officer should make local enquiries and if he has good reason to suspect dishonesty, he should proceed in accordance with the instructions given in the above rule.

218. Complaints which indicate fraud.—Every complaint which points to fraud must be enquired into without a moment's unnecessary delay. The enquiry should be made with the same promptitude as an enquiry by the police into a complaint of a cognisable offence. A Superintendent or inspector is expected to be able to move at a moment's notice towards any point in his jurisdiction; and, if he delays to make an

enquiry into a complaint which indicates fraud or a likelihood of fraud, he will be held responsible for all the consequences of the delay, whether the complaint was received direct or from a superior officer.

219. Report to Postmaster-General in fraud cases.—In cases in which a system of fraud has been carried on in a post office, in connection with the savings bank, money order, or any other department, or when any branch of post office business has been utilised by the public for the commission of fraud, the report of the Superintendent, besides stating the result of the enquiry, the action taken, and the conclusions drawn by him, should set forth in detail the manner in which the fraud was committed, and point out any defects in, or breaches of, the rules by which it was facilitated. The Superintendent should also in such cases submit, either in his report or separately, suggestions that may seem to him necessary for the amendment of the rules.

220. Requisition for money orders on receipt of complaints and their preservation.—(1) When a complaint is made regarding the non payment or wrong payment of a money order, it should be decided as early as possible whether the money order is necessary for purposes of the enquiry. If the money order is needed, it should be obtained without delay from the Audit Office if it has reached that office and has not already been destroyed. The period of preservation of money orders in the Audit Offices is generally one year from the end of the period of currency in the case of paid inland money orders and three years in the case of inward foreign money orders.

(2) Inspectors and postmasters who are subordinate to Superintendents should not send applications for the return of void money orders direct to the Audit Offices. When a void money order is required from an Audit Office for purposes of enquiry or reference by such a postmaster or Inspector, the Superintendent should be addressed, and if the Superintendent is satisfied that the document is really wanted, he will request the Audit Office concerned to send it to himself, or to the postmaster or Inspector direct, as may appear to be expedient in the circumstances of the case. In making requisitions for void money orders, the Superintendent should state the circumstances in which they are required.

(3) Inspectors of post offices and all head postmasters may call for *paid* money orders from the Audit Offices direct for purposes of enquiry or reference.

(4) Unless the return of a paid money order obtained from the Audit Office is specially asked for, it should be preserved with the records of the case in the office of the officer who conducted the enquiry and destroyed with it in accordance with the rules regarding disposal of records.

221. Requisition on the Audit Office for discharged cash certificates or warrants of payment in respect of savings bank withdrawals.—(1) Inspectors and postmasters who are subordinate to a Superintendent or first class postmaster are not authorised to call for discharged cash certificates or warrants of payment in respect of savings bank withdrawals from the Audit Office direct. When a discharged cash certificate or a warrant of payment is required by such an official for purposes of enquiry or reference, the Superintendent or the first class postmaster should be addressed. Discharged cash certificates are preserved in the Audit Office for eight years counting from the dates of their payment and warrants of payment for three years.

(2) A discharged cash certificate or a warrant of payment obtained from the Audit Office for purposes of enquiry or reference should not be returned unless its return is specially asked for by the Audit Office. It should be preserved with the relative file in the office of the Superintendent or Postmaster-General or first class postmaster, as the case may be, and destroyed with it in accordance with the rules regarding disposal of records.

222. Applications to Check Office for telegraphic advices.—Telegraphic advices appertaining to paid telegraphic money orders are retained by the Telegraph Check Office for three months, but those relating to telegraphic money orders the payment of which cannot be traced are preserved for such further period as may be necessary for audit purposes. Postmasters-General should apply to the Accounts Officer, Telegraph Check Office, Calcutta, for any particular advices that may be required for inspection. The advices should be returned to the Check Office when no longer required.

223. Claims of defrauded persons.—(1) In all cases except those referred to in paragraph (3), where loss has been caused to any private person by money having been misappropriated by a postal official or fraudulently obtained from the Post Office by an outsider, the Postmaster-General should issue orders for the amount to be refunded to the defrauded person as soon as he has admitted his claim. It is important that there should be no unnecessary delay in satisfying the claims of defrauded persons in such cases and the supervising officer concerned should, therefore, apply for the order of the Postmaster-General on this point as soon as the facts are clear.

(2) In cases where money received for the issue of a money order has been misappropriated by a postal official—wherever the misappropriation may have taken place—and the claim of the defrauded remitter has been admitted by the Postmaster-General, the remitter should be asked whether he wishes the amount to be repaid to himself or remitted, according to his original intention, to the payee. In the former case, the Postmaster-General should order the amount including commission, to be refunded; in the latter case the commission will be returned by the Post Office.

(3) In cases where a wrong payment of an ordinary or telegraphic money order has been made in consequence of a deception having been practised upon the remitter by a person who personated the real payee, the orders of the Director-General should be obtained before any refund is made. The Postmaster-General may, however, sanction refund in such cases without reference to the Director-General, up to the amount which he can write-off. The amount sanctioned should be adjusted in the accounts by a write-off if not recovered from the party to blame.

NOTE.—This paragraph does not apply in the case of wrong payment by Foreign Postal Administrations of money orders issued in India, in respect of which the Indian Post Office is exempted by law from all responsibility.

(4) In cases of the kind referred to in paragraphs (1) and (2) where a report or statement is required to be submitted to the Director-General under rule 176 (1), the Postmaster-General should mention particulars of any refunds that may have been ordered by him, while in cases of the kind referred to in paragraph (3), he should make his recommendation as to whether a refund should be granted or report whether the claim has been rejected.

(5) Any sums refunded to private persons before the recovery or adjustment of the amount of the loss should be paid from the cash collections of the office which makes the payment, and the items should be shown in the accounts of the head office as advances recoverable until the final order of adjustment is received.

MINOR IRREGULARITIES.

224. Articles missent, overcarried, misdelivered or delayed.—(1) Although cases in which articles, specially unregistered articles, are accidentally missent, overcarried, misdelivered, or delayed during transmission by post, are not serious in themselves, the frequent commission of such irregularities in any particular office or section or by any particular official should be viewed seriously. If the official in fault deserves punishment, he should be punished departmentally, unless it be proved that an article entrusted to the Post Office was *unfulfully* delayed, missent, overcarried or misdelivered, in which case the orders of the Head of the Circle should be obtained.

(2) In dealing with cases of articles that have been delayed, the Superintendent should first ascertain that the detention was not due to misconnection of trains or other unavoidable causes.

225. Cover of article to be obtained.—When a complaint is received from the public regarding the missending or misdelivery or delay in the transmission of an unregistered article, the complainant should be asked for the cover of the article. If the cover is obtained, it will often be possible to ascertain from the impressions of the date-stamps where the delay took place, or the mistake in missending, overcarriage or misdelivery occurred. If the cover cannot be produced, no enquiry can be made, and the complainant should be informed accordingly.

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CHAPTER 4.

TRANSMISSION OF MAILS UNDER THE WEIGHMENT SYSTEM.

N.B.—In these rules, the expression “despatching officer” means the officer by whom the mails are made over to the Railway; and the expression “receiving officer” means the officer by whom the mails are received from the Railway. The receiving and the despatching officer may be, in the case of a post office, the postmaster or a clerk, or a mail peon of the office; and in the case of the R. M. S., a sorter, mail agent, or mail guard.

GENERAL.

226. Definition of weighment system.—The weighment system is the system in force on State Railways and other Railways to which State Railway rules apply, under which closed bags (mail, parcel, packet, or transit), without limit of weight, are conveyed in luggage vans in the custody of railway guards. Mails so carried are charged for, according to weight, at the rate of $1\frac{1}{2}$ pies per maund per mile, subject to a minimum charge for each despatch as for $\frac{1}{4}$ maund, no reserved accommodation being provided. Payment for a regular daily service is made half-yearly; payment for occasional despatches is made monthly on presentation of bills supported by vouchers.

227. Cases in which the weighment system may be adopted.—(1) The object of the weighment system is to provide a regular daily exchange of mails between offices served by unimportant railway lines or where the mails are light, or between offices situated at stations at which the mail trains do not stop, or where it may be considered desirable to have an additional despatch by a train other than the one conveying the regular mail. The weighment system may also be used for the transmission of mails between R. M. S. sections, or between R. M. S. mail offices, or between post offices, or between sections, mail offices, and post offices, whenever local circumstances may render this course desirable or necessary.

(2) Every proposition for the exchange of mails as a regular daily service by the weighment system should be carefully considered by the Head of the Circle with reference to the importance of the mails, the number of articles to be benefited, and the cost of the despatch under rule 226. If the proposition concerns a section or mail office or a post office in another Circle, the consent of the Head of the other Circle should first be obtained.

NOTE.—When there is a double service (a) in charge of sorters or of a mail guard and (b) under the weighment system, cash and insured articles of the letter and parcel mails should be despatched exclusively through the former service. Account bags and branch office bags should also be similarly despatched; but when it is known that these bags do not contain cash, postage stamps or British postal orders, they may be sent under the weighment system enclosed in mail or transit bags, if this course is found advantageous.

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228. Weighment system as a regular service not to be introduced without reference to Deputy Postmaster-General.—As Deputy Postmasters General are alone authorised to address the Railway authorities regarding the introduction of the weighment system as a *regular service* on State Railways or Railways to which State Railway rules for accommodation apply, the Postmaster-General must communicate on the subject with the Deputy Postmaster-General concerned, and furnish him, in respect of each bag to be despatched, with full particulars on the following points, *viz.*, (a) the office of despatch, (b) the railway station from which the bag will be despatched, (c) the office of destination, (d) the railway station at which the bag will be delivered, (e) the railway designation of the train by which the bag will be conveyed, and (f) the probable approximate weight of the bag. The Deputy Postmaster-General will address the authorities of the Railway concerned, mentioning the date from which the bag will be despatched, and will forward a copy of his letter to the Postmaster-General and Superintendent, R. M. S. All correspondence with the Railway authorities about irregularities in connection with the weighment system as a regular service will also be conducted through the R. M. S.

NOTE.—This rule does not apply to cases in which the administration of the R. M. S. is entirely in the hands of the Postmaster-General.

229. Definition of occasional despatches.—The system known as *occasional despatches* is the system in force on State Railways and other Railways to which State Railway rules apply under which the Post Office is empowered to forward mails by any train, even though such train may not ordinarily be employed for the conveyance of mails. The provisions of rule 226 apply to these despatches. The weight of an *occasional despatch* is also restricted to five maunds and the minimum payment for each despatch is six annas.

230. Cases in which the system of occasional despatches may be adopted.—(1) The object of this system is to obviate the delay to which mails may sometimes be subjected, owing to mis-connection of trains or to the unusual bulk of the bags on a particular occasion or other unforeseen causes. The Postmaster-General will communicate to the Deputy Postmaster-General the names of the post offices authorised by him to despatch mails under this system. Only large offices situated at junction stations where there are no mail offices should ordinarily be so authorised. Officers of the R. M. S. may make use of this system whenever necessary.

(2) Closed parcel mails (not including insured bags which under existing rules may not be sent by the weighment system) should be booked and forwarded through the Railway in the brake-van in all cases in which it may be found economical to do this. On State Railways and Railways to which State Railway rules apply, this should be done under the system of occasional despatches, and on other Railways the parcel bags should be booked as luggage or in any other way which is found to be safe and economical.

Chap. 4] TRANSMISSION OF MAILS UNDER WEIGHMENT SYSTEM. [231-34**DESPATCH UNDER WEIGHMENT SYSTEM AS A REGULAR SERVICE.**

231. Preparation of bags for despatch.—When mails are to be forwarded under the weighment system, the despatching office should separate the bags into—

- a)* those to be forwarded in transit bags, and
- (b)* those to be despatched loose.

All bags addressed to the same office or section or to be delivered at the same Railway station will come under head *(a)*, and all others under head *(b)*. The former should be enclosed in a *light* transit bag of suitable size in which a mail list, prepared in the usual manner, should also be placed. No mail list is necessary in the case of bags despatched loose. Each transit bag and each bag despatched loose should be labelled with a weighment system label.

232. Entries to be made in mail list.—The despatching office should prepare a mail list addressed to the station master, detailing on the list all the bags (due and unusual) to be forwarded.

233. Transfer of bags to station master.—The mail list, with the bags to be forwarded, should be handed over to the station master by the despatching officer, and the latter should see the bags counted in his own presence. After all the bags have been examined and checked, he should obtain the station master's signature on the duplicate of the mail list.

234. Half-yearly weighment of bags.—The mails handed over to the station master on the 1st March and the 1st September of each year must be delivered by a responsible officer of the despatching office after weighment in the presence of the station master. The mail list should be prepared in triplicate by means of carbon paper on these dates; and as each bag is weighed its weight should be recorded on the lists by the same process. If any part of the mail is to be sent by special messenger under rule 235, it should also be weighed, and included in the total weight on which the half-yearly charge is calculated. After all the bags have been weighed, the officer deputed by the Post Office and the station master should sign all the copies of the mail lists by the carbon process, in attestation of the entries. The original and duplicate copies of the mail list should then be handed over to the station master and the triplicate at once forwarded to the Superintendent, R. M. S., a copy of it being placed on record. The station master will keep one of his copies as the Railway record, and send the other to the Railway Accounts Officer to be attached as a voucher to the bill submitted to the Deputy Postmaster-General or the Postmaster-General.

Chap. 4] TRANSMISSION OF MAILS UNDER WEIGHMENT SYSTEM. **[234-36**

concerned. If the vouchers are in order, the latter officer should accept the charges supported by them as final.

NOTE.—By “responsible officer” in this rule is meant, in the case of a post office, the postmaster or a clerk, and in the case of the R. M. S., a sorter, mail agent, or mail guard. Where a post office is so far away from the Railway station that the postmaster or clerk cannot be present at the Railway station on the weighment days, the Superintendent of the postal division will depute an inspector or some other competent officer to be present during the weighment of the bags.

235. Despatch of mails containing valuables to and from offices or sections served solely by weighment system.—(1) Whenever any mail or mails for a despatch made by Railway from or to an office or section served only by the weighment system are known to include insured articles or cash or both of a higher aggregate value than Rs. 100, the mail or mails should be sent in the custody of a special messenger (who may be a postman, overseer, or other official) to the station to which they would, in the ordinary course, have been conveyed under the weighment system. On such occasions the usual mail list, duly stamped and signed, should be made over by the despatching officer to the station master, the words “no mail” being entered on the list when there are no bags for despatch except those sent by the special messenger. A second mail list should be prepared addressed to the messenger, detailing all the bags (due and unusual) to be given to him, and this mail list, with the bags to be sent in his custody, should be made over to the messenger, who should grant a receipt for them on the duplicate of the list. On reaching the station where the bags are to be delivered, the messenger should hand them over, with the mail list brought by him, to the receiving officer, and should require the latter to count the bags and receipt the mail list in his (the messenger's) presence. The messenger should return to his headquarters by the next train.

(2) Heads of Circles will determine, as regards each office or section under their control affected by this rule, the official to be employed as messenger in the contingency mentioned above.

RECEIPT UNDER WEIGHMENT SYSTEM AS A REGULAR SERVICE.

236. Receipt of mails from station master—The receiving officer to whom the mails are to be made over by the Railway, should be present on the Railway platform on arrival of the train which he is required to meet. On arrival of the train he should take over from the station master the mails despatched under the weighment system which have been brought by the train, and he should, after counting and examining the bags in the station master's presence, grant a receipt for them on the railway way-bill. In the event of a bag having a damaged seal, or being in a torn or otherwise suspicious condition, it should be opened

Chap. 4] TRANSMISSION OF MAIIS UNDER WEIGHMENT SYSTEM. [236-40

immediately by the receiving officer in the presence of the station master. The contents should be examined and noted in a list, a remark being made as to whether anything is missing, and the list should then be signed by both the receiving officer and the station master.

DESPATCH UNDER SYSTEM OF OCCASIONAL DESPATCHES.

237. Preparation of bags for despatch.—When mails are to be forwarded as occasional despatches, the despatching office should separate the bags into—

- (a) those to be enclosed in transit bags, and
- b) those to be forwarded loose.

All bags intended for the same office or section or to be delivered at the same Railway station will come under head (a), and all others under head (b). The former should be enclosed in a *light* transit bag of suitable size, and a mail list detailing the bags should be placed in the transit bag. The latter should be entered in a mail list which should be fastened to the neck of each bag sent loose. In every case the following note should be recorded on the reverse of both copies of the mail list:—“(number) bags forwarded as occasional despatches owing to *‘explanation of the cause which necessitated the bags being sent out of the regular course’*”. Each transit bag and each bag despatched loose should be labelled with a weighment system label. These labels will be supplied by the Deputy Postmaster-General to all post offices, mail offices and sections authorised to use the system of occasional despatches.

238. Entries to be made in requisition.—The despatching office should prepare a requisition on the station master to forward the bag to be sent as occasional despatches, in which should be specified the train by which the mails are to be conveyed, details being given on the reverse of the form (original and duplicate) of all the bags to be forwarded. The requisition should be signed by a responsible officer (see Note to rule 234) of the despatching office and impressed with the name-stamp and date-stamp.

NOTE—The forms of requisition will be supplied by the Deputy Postmaster-General to all offices authorised to despatch mails under the system of occasional despatches.

239. Monthly list of requisitions. A monthly list of requisitions should be maintained by the despatching office, and the entries in it should be filled up at the time the requisitions are prepared. All requisitions should be numbered in a consecutive series, the Nos. being taken from the monthly list. A fresh series of Nos. should be commenced at the beginning of each month.

240. Delivery of bags to station master.—The original part of the requisition, with the bags to be forwarded, should be handed over to the station master by a responsible officer (see Note to rule 234) who

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should see the bags counted and weighed in his own presence. As each bag is weighed, he should note its weight on the duplicate of the requisition. After all the bags have been weighed, he should check those weights with those recorded by the station master in the original requisition, and, if the entries agree, obtain the station master's signature on the duplicate of the requisition.

241. Intimation to be given by telegraph to receiving office.—Whenever mails are forwarded as occasional despatches, the despatching office should intimate the fact by telegraph to each receiving office concerned, so as to ensure a receiving officer being present on the Railway platform to take delivery of the mails. The telegram should be framed in accordance with the code message given in the *Telegraphic Message Code*, and should be classed either "P" or "XP", according as circumstances may require, in order to ensure the delivery of telegram at destination before the arrival of the mails.

242. Submission of monthly list and requisitions to Superintendent.—On the 1st of each month, the monthly list of requisitions (which is supplied in loose sheets) should be forwarded *in original* to the Superintendent, R. M. S., accompanied by the duplicates of all requisitions issued up to the last day of the previous month. If no requisitions have been issued, a blank list should be sent on the prescribed date with the word "Nil" written across it.

RECEIPT UNDER SYSTEM OF OCCASIONAL DESPATCHES.

243. Receipt of mails from station master.—The receiving officer should be present on the Railway platform on the arrival of the train which he is required to meet. On arrival of the train, he should take over from the station master the mails received as occasional despatches, and, after counting and examining the bags in the station master's presence, grant a receipt for them on the railway way-bill.

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APPENDIX A.

RULES FOR THE EXCHANGE OF ARTICLES BETWEEN IMPERIAL POST OFFICES AND POST OFFICES IN INDIAN STATES WITH WHICH POSTAL CONVENTIONS HAVE BEEN CONCLUDED.

PART I.

RULES FOR THE GUIDANCE OF IMPERIAL POST OFFICES (INCLUDING R. M. S. SECTIONS) PLACED IN COMMUNICATION WITH POST OFFICES IN INDIAN STATES.

DESPATCH OF MAILS.

1. Articles that can be forwarded.—Imperial post offices are authorised to send to post offices in Indian States with which they are placed in communication, the following classes of articles, *viz.*:—

- (a) Unregistered articles of the letter mail, paid and unpaid, without separation, in a bundle.
- (b) Uninsured registered articles of the letter mail (including v.-p.).
- (c) Uninsured parcels (registered, unregistered and v.-p.).

EXCEPTION.—Foreign articles on which postage is due must always be sent through the Imperial office of exchange. (See rule 23.)

2. Daily exchange of mail bags.—A mail bag must be exchanged daily with the post office in the Indian State with which the Imperial post office is in communication. The mail bag will contain articles of the classes mentioned in rule 1.

3. Uninsured registered articles of the letter mail.—If there are any uninsured registered articles of the letter mail (including v.-p.) for despatch to the Indian State post office, they should be treated in the same way as other registered articles posted in the office or received in sorting, as the case may be. The articles should be entered in a registered list for the Indian State post office: they should then be tied in a bundle, with the registered list on top enclosed in a registered bag, and then placed in the mail bag. A registered list should be despatched daily to the Indian State post office whether there are any registered articles to be entered in it or not.

4. Uninsured parcels.—If there are any uninsured registered parcels (including v.-p.) for despatch to the Indian State post office, they should be treated in the same way as other uninsured registered parcels posted in the office or received in sorting, as the case may be. The parcels should be entered in a parcel list for the Indian State post office: they should then be placed, with the parcel list to which the acknowledgments (if any) should be attached, in the mail bag. A parcel list should be prepared every day for each post office, mail office, or section entered in the sorting list, whether there are parcel mail articles for despatch or not. If on any day there are no parcel mail articles for despatch with a parcel list, the blank list to be sent should be duly stamped and signed, and the word "Nil" should be written in the places for totals. If there are any unregistered parcels for despatch,

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they should be treated in the same way as other unregistered parcels posted in the office, or received in sorting, as the case may be.

NOTE 1.—If a registered parcel on which any charge is due is received for transmission to an Indian State post office, the parcel should be forwarded to the Imperial office of exchange.

NOTE 2.—Redirection fees on parcels are retained by the Administration which collects them. Redirected parcels should, therefore, be disposed of like other parcels.

§ Sorting list.—A sorting list will be supplied to every Imperial post office in communication with post offices in Indian States and will show the manner in which articles intended for delivery from the latter offices, should be forwarded.

RECEIPT OF MAILS.

6. Articles that can be received.—Imperial post offices will receive from Indian State post offices articles of the classes mentioned in rule 1 enclosed in a mail bag, the registered articles of the letter mail and parcels being entered respectively in a registered list and a parcel list, and accompanied by acknowledgments, if any.

7. Disposal of contents of mail bag.—The contents of the mail bag should be stamped with the date-stamp, and disposed of in the usual course. The registered and parcel lists should then be placed on record.

MISCELLANEOUS RULES.

8. Receipts for mail bags exchanged.—Whenever a mail bag is made over to, or received from, any responsible official of an Indian State, a receipt for it must always be taken or given in a book. Receipts need not be exchanged with runners.

9. Money orders and insured articles.—The Imperial post offices referred to in these rules are not authorised to send money orders and insured articles to any post office in an Indian State; but if a money order is issued for payment in an Indian State, or if an insured article is posted for delivery from any post office in an Indian State, such money order or insured article should be treated as if intended for payment or delivery by the Imperial office of exchange.

10. Action on irregularities noticed.—If any article entered in a registered or parcel list is not received or if any such article is received damaged or bearing signs of having been tampered with or if any other irregularity is observed, immediate notice should be given to the Imperial office of exchange and action should be taken in accordance with the rules of the *Posts and Telegraphs Manual* on the subject so far as circumstances permit. If the irregularity is a serious one, it should be reported by telegraph, if possible, also to the Postmaster-General.

PART II.

RULES FOR THE GUIDANCE OF IMPERIAL OFFICES OF EXCHANGE IN DEALING WITH INDIAN STATE POST OFFICES.

N.B.—Offices of exchange should carefully study the conventions with the States concerned and the Detailed Regulations for carrying them out.

GENERAL.

11. Application of preceding rules.—Rules 1 to 8 are applicable also to the Imperial office of exchange, except that parcels for the Indian State office of

APPENDIX A.

exchange should be forwarded in a parcel bag, the mail bag being used for this purpose only when the number of parcel mail articles to be despatched is small.

INSURED ARTICLES.

12. Insured articles for delivery in an Indian State.—Insured letters and parcels posted in British India for delivery in an Indian State must pass through the Imperial office of exchange, where they should be treated like other insured articles posted in the office or received in sorting, except that in the case of insured letters received in sorting, the insured envelopes, which will be addressed to the postmaster of the Imperial office of exchange should be opened and their contents should after the usual check be enclosed afresh in insured envelopes addressed to the postmaster of the Indian State office of exchange.

13. Insured articles posted in an Indian States.—Insured articles, posted in an Indian State for delivery in British India, must pass through the Imperial office of exchange. They will be received from the Indian State office of exchange, entered in the registered or parcel list, and accompanied by acknowledgments to be signed by the addressees. The insured articles should be treated as if received in sorting, except that the insured envelopes, in the case of insured letters, should be opened and their contents should after the usual check be enclosed afresh in envelopes addressed to the offices of delivery.

NOTE.—Insured bundles may be exchanged when prescribed with the consent of the State Postal Authorities.

MONEY ORDERS.

Outward money orders.

11 Money orders drawn on an Indian State.—All money orders (including v.-p.) payable in an Indian State will be received by the Imperial office of exchange from the Imperial office of issue. Particulars of these orders (including those issued by the Imperial office of exchange itself) should be entered in the outward list of money orders as well as in separate lists and journals of money orders paid. The orders should be impressed with the stamp "Paid in (name of Indian State)" in red ink. The oblong money order stamp and round money order stamp should also be impressed in the proper places. The No. and date of each money order preceded by the name of the office of issue should be entered in ink on the portion of the money order form that is sent to the Indian State office of exchange, thus, "Aligre 250, dated 16th June 1922". The words "specified on the reverse" in the entry "Received the sum specified on the reverse" at the top of the receipt portion of the money order form should be scored out, and the actual amount of the money order should be written in ink in words and figures in their place. The receipts and acknowledgments, together with the coupon (or the receipts and intimations in the case of v.-p. money orders) should then be cut off from the money orders. The money orders should be put aside for subsequent despatch to the Audit Office concerned with the list of money orders paid mentioned in rule 21.

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15. Outward lists of money orders.—The outward lists should be numbered in a consecutive series commencing from the 1st of each month and should be prepared in triplicate by means of carbonic paper. All the copies of the outward list, with the coupons and the receipts and acknowledgments (or receipts and intimations) enclosed in an envelope, should be forwarded to the Indian State office of exchange entered in the registered list. The receipt of the registration clerk should be taken in a separate receipt book in the following form:—

“Received outward list No. , in triplicate with an envelope.”

The list with the envelope should be sent to the Indian State office of exchange tied with the registered list. The receipt book will serve as an index of the serial Nos. of the outward lists sent to the Indian State office of exchange.

(2) The postmaster of the Imperial office of exchange will be personally responsible for checking the outward list with the money orders entered therein. He must also verify the total of the list, and follow the procedure laid down in the rules regarding the examination of money orders by postmasters. When the duplicate outward list duly signed by the postmaster of the Indian State office of exchange is received back, the total of the list should be entered in the money order account (on the reverse of the account-current) and the list should be filed. The date on which the list is received back should be noted on it.

EXCEPTION.—Outward lists may be prepared in duplicate in the case of Chamba, Jhind and Nabha States.

16 Disposal of receipts and acknowledgments.—The Indian State office of exchange will file the receipts signed by the payees. The acknowledgments will be forwarded by the Indian State offices of payment direct to the Imperial offices of issue for delivery to the remitters.

Inward money orders.

17 Money orders received from an Indian State.—All money orders (including v-p) issued in an Indian State will be received by the Imperial office of exchange from the Indian State office of exchange. The orders will be signed by the postmaster of the Indian State office of exchange and the name-stamp of the Indian State office of issue will be impressed on the acknowledgments. The Indian State office of exchange will note its No. on the receipt and acknowledgment portions of each money order, but the No. on the money order proper will be left blank to be entered by the Imperial office of exchange. The money orders will be received entered in inward lists which will be numbered in a consecutive series commencing from the 1st of each month and will be prepared in duplicate. Both copies of the list should be signed by the postmaster of the Imperial office of exchange which should retain the original and return the duplicate by first mail to the Indian State office of exchange.

18. Disposal of money orders.—(1) The money orders received from the Indian State office of exchange should be treated by the Imperial office of exchange as though the latter were the head office of issue, except that they should be entered in a *separate* list and journal of money orders issued and numbered in a separate series, and that no commission should be shown in the list and journal. The daily total of this journal should not be transferred to the cash account, but should be entered in the money order account on the reverse of the account-current. The stamp “Issued in (name of Indian State)” should be impressed in red ink on the

APPENDIX A.

money orders above the "Signature of issuing postmaster". The inward list should then be filed.

(2) The postmaster of the Imperial office of exchange will be personally responsible for checking the inward list with the money orders received. He must also verify the total of the list with the total of the separate journal of money orders issued, and follow the procedure laid down in the ordinary rules regarding the examination of money orders by postmasters.

NOTE.—The stamp referred to in this rule should always remain under lock and key in the personal custody of the postmaster who should be very careful to see that it is impressed on money orders *in his presence*.

Unclaimed and refused money orders

19. Unclaimed and refused money orders issued in an Indian State.—If a money order issued by an Indian State cannot be paid in British India, it will be treated under the rules governing the disposal of unclaimed and refused money orders by Imperial post offices of payment, and returned to the Imperial office of exchange which should include it in the next outward list in the same way as any other money order payable in the Indian State, writing the words "*Unclaimed (or Refused) repayable to remitter*" in the column for remarks in the list.

20. Unclaimed and refused money orders issued by Imperial post offices.—If a money order issued by an Imperial post office cannot be paid in an Indian State, it will be returned in original to the Imperial office of exchange pasted to the corresponding part of a fresh money order for payment to the remitter. The money order will be treated in all respects like one issued by the Indian State, a No. being assigned to it in pencil. The amount of the money order will be entered in the inward list under a separate group and the words "*Undeliverable. Issued in lieu of unclaimed (or refused)*" (office of issue) money order No. date " will be written across the particulars of the money order in red ink. The Imperial office of exchange should treat the fresh money order in the same way as other money orders issued in the Indian State, but the fresh order should be issued in the name of the original remitter and not payable to him, and the original office of issue should be shown as the place of issue.

NOTE.—If a money order issued by an Imperial post office is mis sent to or is to be redirected by, an Indian State the procedure laid down in this rule should be followed except that the original office of payment (in the case of mis sent orders) and the revised office of payment (in the case of orders to be redirected) should be shown as the office of payment on the fresh order and the word "*mis sent*" or "*redirected*" as the case may be should be substituted for the word "*unclaimed*" in the total written across the particulars of the fresh money order.

Submission of lists of money orders to Audit Office

21. List of money orders paid.—On the dates prescribed in the ordinary rules for the submission of lists of money orders paid, the separate list of money orders paid prepared under rule 14 should be forwarded with the money orders to the Audit Office concerned in an account envelope registered on Service. The stamp "*Paid in (name of Indian State)*" and the oblong money order stamp should be impressed at the top of the list.

22. List of money orders issued.—On the dates prescribed in the ordinary rules for the submission of lists of money orders issued, the separate list of money orders

APPENDIX A.

issued, prepared under rule 18, should be forwarded to the Home Audit Office in an account envelope registered on service. The stamp "Issued in (*name of Indian State*)" should be impressed at the top of the list.

UNPAID FOREIGN ARTICLES.

23. Foreign letters on which postage, etc., is due.—(1) Foreign letters and packets, intended for delivery in an Indian State, on which postage or any other charge is due, must pass through the Imperial office of exchange which should send them to the Indian State office of exchange entered in the registered list.

(2) When the amount due is on account of postage alone, it should be shown in the letter postage account as sent to the Indian State office of exchange until it is adjusted by recovery in cash from that office.

(3) Articles on which customs duty is due should be sent to the Indian State office of exchange accompanied by duplicates of the assessment memos. When the necessary recovery is made in cash, the procedure laid down in the rules on the subject in the *Posts and Telegraphs Manual, Volume VI*, should be followed.

24. Foreign parcels on which postage, etc., is due.—(1) Inward foreign parcels on which postage, customs duty or any other charge is due, intended for delivery in an Indian State, will be treated in the first instance as station parcels for the Imperial office of exchange. The latter office should retain the original receipts received with the parcels and prepare duplicates which should be sent with the parcels to the Indian State office of exchange in the usual way, a note being entered in the parcel list as to the amount to be recovered.

(2) When the amount due on a foreign parcel is recovered in cash from the Indian State office of exchange, the sum should be converted by the Imperial office of exchange into postage stamps, which should then be affixed to the original receipt with which the parcel was received. The stamped receipts should be endorsed with the remark that the parcels were delivered in the Indian State and should be disposed of in the same way as those for similar parcels delivered by the Imperial office of exchange itself.

NOTE.—If an inland parcel on which any charge is due is received for transmission to an Indian State, it should be treated under this rule.

MONTHLY ACCOUNT-CURRENT.

25. Preparation of account-current.—On the 1st of each month, every Imperial office of exchange should prepare an account-current showing its money order transactions with the Indian State during the preceding month. The money order account (on the reverse of the account-current) should be totalled after the entries have been checked with the outward and inward money order lists, and the monthly totals of both sides of the account should be transferred to the appropriate heads of the account-current. Both sides of the account-current should then be totalled; the lesser total should be deducted from the greater and a balance struck. A copy of the account-current should be forwarded to the principal Imperial office of exchange (if the office preparing the account-current is not itself the principal office) in duplicate—one copy for use in that office and the other copy for submission to the Audit Office—and a third copy should be sent to the Indian State office of exchange.

APPENDIX A.

26. **Preparation of general account-current.**—The Imperial office of exchange situated nearest to the capital of the State will be the principal office of exchange, and will receive from the other Imperial offices of exchange for the same Indian State, copies of their monthly accounts-current. The principal office of exchange should amalgamate these accounts-current with its own and prepare a general monthly account-current, the balance of which will be the amount payable by the Imperial post office to the Indian State or by the Indian State to the Imperial post office. A copy of the general account-current should be furnished, not later than the 5th of each month, to the principal Indian State office of exchange, and a copy should be submitted on the same date to the Audit Office together with duplicate copies of the accounts-current received from other offices of exchange.

27. **Payment of balance of general account-current.**—The balance of the general monthly account-current payable to the Indian State or the Imperial Post Office, as the case may be will be paid without delay by the principal office of exchange (Imperial or Indian State) in such manner as may be prescribed by the chief postal authorities concerned. The amount should then be shown in the schedule of unclassified payments or schedule of unclassified receipts of the Imperial office of exchange under the head "Paid to (*name of*) Indian State" or "Received from (*name of*) Indian State", as the case may be. If the amount is paid into the district treasury, the transaction must not be passed through the treasury account of the Imperial office of exchange.

LIST OF FORMS.

Outward list of money orders.
 Account-current.
 General account-current

APPENDIX A.

ACCOUNT-CURRENT FOR THE MONTH OF _____ 19__.			
<i>The Imperial Office of Exchange</i> _____ <i>in account with</i> _____ <i>State.</i>			
Dr.		Cr.	
	R	A. P.	P A. P.
1. Total amount of money orders issued by the Imperial Post during the month of 19__, as per Outward money order lists No. 1 to No. _____ * R A. P.			1. Total amount of money orders issued by the State Post during the month of 19__, as per Inward money order lists No. 1 to No. _____ * R A. P.
<i>Deduct</i> —Amount of undeliverable (unclaimed, refused, redirected and missent) money orders which were re-advised in Outward money order lists No. 1 to No. _____			<i>Deduct</i> —Amount of undeliverable (unclaimed, refused, redirected and missent money orders, in lieu of which fresh money orders were issued and advised in Inward money order lists No. 1 to No. _____
Balance			Balance
2. Half per cent. on the total sum of money orders issued by the Imperial Post for payment by the _____ State Post, excluding the amount of undeliverable money orders deducted above			2. Half per cent. on the total sum of money orders issued by the _____ State Post for payment by the Imperial Post, excluding the amount of undeliverable money orders deducted above
3. Special items			3. Special items
Amount due from the State Post to the Imperial Post			Amount due from the Imperial Post to the State Post
Total Rs. (<i>in words</i>)			Total Rs. (<i>in words</i>)

* This amount should be posted both in this place and in the adjoining money column.

† This amount should be posted only in this place and *not* in the adjoining money column.

Dated _____ 19__ *Postmaster of* _____.

[illegible]

(c) This amount, plus $\frac{1}{2}$ per cent. on the difference between the amounts marked (c) and (d) to be credited to the Imperial Post.

Postmaster of _____

[To be used only by *Principal* Imperial Offices of Exchange.]

Cr.

Dated _____ 19 _____, Postmaster of _____

APPENDIX A.

GENERAL MONEY ORDER ACCOUNT WITH IHL

____ STATE POST.

Name of the Imperial Office of
Exchange preparing the
account-current.

BALANCE OF THE ACCOUNT-CURRENT.

Due to the Imperial
Post.Due to the State
Post.

R

A.

P.

R

A.

P.

TOTAL .

(a)

(b)

(a) This amount should be credited to the Imperial Post on the obverse.

(b) This amount should be credited to the State Post on the obverse.

Postmaster of _____ .

Tree of Youngs Bay.

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- ## Appendix A

15. Outward lists of money order
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This Index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules.

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